

Records Management Oversight Committee Meeting
Library of Virginia, Board Room
December 14, 2023

Purpose

The committee met to review, discuss, and vote on the following records retention schedule drafts, as submitted by the pre-Records Oversight Committee:

- 440-010, Environmental Quality, Dept. of / Water Quality Monitoring and Planning
- 701-400, Corrections, Dept. of / Central Administration
- GS-12, All Localities, Circuit Courts
- GS-16, All Localities, General Services
- GS-106, All State Agencies, General Services

Introduction of Members and Guests

Greg Crawford called the meeting to order and asked committee members and guests to introduce themselves.

Members Present:

Greg Crawford, State Archivist and Government Records Services Director
Ginny Dunn, Archives and Library Reference Services Manager
Tracy Harter, Local Records Archivist
Paige Neal, State Records Archivist
Chad Owen, Records Management Section Manager
Glenn Smith, Records Management Analyst

Members Absent:

Resources: Patrice Morgan, Administrative Assistant

Guests:

Vincent Brooks, Local Records Manager
Karen King, State Records Archivist
Maria Shellman State Records Archivist

Greg welcomed Vince Brooks, Karen King, and Maria Shellman to the meeting. He explained they will be participating on the committee at future meetings.

Agenda

Greg Crawford called for a motion to approve the agenda. Tracy Harter so moved, seconded by Glenn Smith, and the motion carried.

Minutes of Prior Meeting

Greg Crawford called for a motion to approve the September 14, 2023 minutes as presented. Chad Owen so moved, seconded by Paige Neal. The minutes were approved.

Old Business

None.

GS-16, All Localities, General Services Records and
GS-106, All State Agencies, General Services Records

Chad Owen presented this schedule. He was approached by an outside agency to add a series for boiler maintenance records to the state general schedule equivalent to one that is on the local general schedule. While reviewing the schedule he determined a series is needed to cover inspections generally because there was not one on the schedule. A new series was created for Building / Management: Inspections and will be added to the state and local general services schedules. The series will cover any inspections of the buildings or equipment in the buildings not covered under related series type on the general schedule.

[Motion: Greg Crawford called for the motion to approve update of General Schedules 16 and 106. Glenn Smith so moved, Ginny Dunn seconded, and the motion carried.]

440-010, Department of Environmental Quality, Water Quality Monitoring and Planning

Glenn Smith presented this schedule. The agency requested an update to one series, Pollution Complaints (005569). The records series description was revised to include “reports.” The cut off event was updated to “after closed.” A current *Code* citation included on pollution complaints is being removed because it contains no reference to the records.

[Motion: Greg Crawford called for a motion to approve schedule 440-010. Chad Owen so moved, Paige Neal seconded, and the motion carried.]

701-400, Department of Corrections

Glenn Smith presented this schedule. The agency is creating a new department “Local and Regional Jails,” under which this schedule will be moved. A new series will be added for “Jail Death Compliance Reviews.” Glenn explained the series does not cover a death investigation in the Jail, but rather the inspection of the facility to determine if the facility complied with standards at the time of and since the inmate death. The series will be retained 5 years after closed.

[Motion: Greg Crawford called for a motion to approve schedule 701-400. Ginny Dunn so moved, Chad Owen seconded, and the motion carried.]

GS-12, All Localities, Circuit Court Records

Glenn Smith presented this schedule and provided a handout summarizing proposed changes. He explained the current schedule has 141 entries. Twenty-five out of that number are guidance that have no series number and only refer to other series. The guidance entries are not in Infolinx and will not appear on the updated schedule. Fifteen new series are being added. Forty-two series were either already defunct, superseded or defunct, not superseded, or will be made so in this update, and those series will not appear on the revised schedule. Ninety series will be on the new GS-12 schedule. Glenn discussed the Ended Cases series breakdown and revision components. Glenn also explained how one judgement series is becoming six due to recent legislative changes. He also explained changes to several other series.

Glenn pointed out seven series to which he has made minor edits since the pre-ROC review:

<u>Series</u>	<u>Change</u>
Bond Books: Post-1912	Cutoff "after project completion" to "after creation"
Bond Books: Pre-1913	Made it Defunct, Permanent / In Agency
Cases, Ended: All - Pre-1913	Made it Defunct, Permanent / Archives
Deeds: Not Returned - Pre-1913	Made it Defunct, Permanent / Archives
Judgments: Pre-1913	Made it Defunct, Permanent / Archives
Minister Appointments: Pre-1913	Made it Defunct, Permanent / Archives
Warrants: Search	Added " - Non-case Related" & COV 19.2-57

Glenn discussed those changes and the committee agreed with changes as discussed.

[Motion: Greg Crawford called for a motion to approve General Schedule 12. Chad Owen so moved, Tracy Harter seconded, and the motion carried.]

New Business

Chad Owen informed the committee that Records Management Analysts Katie Ray and Deloris Bailey are no longer with the agency. Greg Crawford updated the committee on progress for hiring new analysts.

The committee discussed representation changes for the upcoming year. Dawn Tinnell will be serving on the Committee for Reference Services next year. Vince Brooks will be serving as the Local Records Program Manager. Renee Savits and Maria Shellman will be serving as members for State Records. Karen King will be serving as an alternate from State Records.

Adjournment

Greg Crawford called for a motion to adjourn. Chad Owen so moved; Ginny Dunn seconded. The meeting adjourned at 9:29 a.m. The next meeting is tentatively scheduled for March 14, 2024.