

Records Management Oversight Committee Meeting
Library of Virginia, Board Room, 2M
June 13, 2013

Members Present: Ginny Dunn, Greg Crawford, Jessie Graham, Lyn Hart, John Metz, Paige Neal, Corey Smith, Glenn Smith, Sandy Treadway, and Anita Vannucci

Members Absent: Carl Childs and Craig Moore

Resources: Steve White, State Records Center; and Matt Ball, State Records Center

Resources Absent: Roger Christman and Susan Gray Page, LVA Information Technology Department

Guests: None

Purpose

The committee met to discuss and review the following records retention schedules, as submitted by the pre-Records Oversight Committee.

- 172-001, Virginia Lottery,
- 202-051, Library of Virginia, Library Development and Networking
- GS-108, All State Agencies, Fire, Safety, and Security Records

Agenda

John Metz asked if there were any additions or changes to the agenda and there were none. Metz called for a motion to approve the agenda as presented. Greg Crawford made the motion; Paige Neal seconded. The committee approved the agenda.

Minutes

John Metz asked if there were any questions, comments or changes to the business reflected in the minutes of April 11, 2013. He explained six grammatical changes Lyn Hart provided by e-mail prior to the meeting. Metz called for the motion to approve the minutes with the changes recommended. Ginny Dunn motioned to approve the minutes, seconded by Anita Vannucci. The committee approved the minutes.

Old Business

The committee did not have any old business.

172-001, Virginia Lottery

Corey Smith presented this schedule. He explained that this is the only specific schedule for the agency and that it needed to be updated. Many of the series were made defunct and not superseded by another series with the exception being one defunct series that is covered by a general schedule. Retention periods and schedule language were updated.

[Motion: John Metz called for a motion to approve 172-001 as amended and presented. Paige Neal made the motion, seconded by Ginny Dunn. All voting members present approved the schedule.]

202-051, Library of Virginia, Library Development and Networking

Anita Vannucci presented this schedule. She explained Library Development staff requested changes to the schedule. She explained many series were made defunct and not superseded because the division no longer uses or collects that information and language was updated to reflect the current language used by the division. Staff added a records series for LSTA records.

[**Motion:** John Metz called for a motion to approve 202-051 as amended. Greg Crawford made the motion. Glenn Smith seconded the motion. All voting members present approved the schedule.]

GS-108, Fire, Safety, and Security Records

Glenn Smith presented this schedule. Glenn explained that the retention period for Police: Security or Surveillance Recordings – **Not** Used as Evidence was revised from 30 days to 7 days to be consistent with the same series on the local general schedule. The retention change saves significant storage costs for agencies procuring area-wide surveillance systems.

[**Motion:** John Metz called for a motion to approve GS-108 as amended. Corey Smith made the motion and Paige Neal seconded the motion. All voting members present approved the schedule.]

New Business

Committee Minutes Available Online

Anita Vannucci explained that Record Analysis staff asked attendees at the April Records Management Month event what type of additional records management training they would like to see done. Participants requested training on the schedule process, including how a schedule is updated. Records Analysis staff decided to post the Records Management Oversight Committee minutes on the Library's website so records officers are able to view what happens during that part of the process.

2013 General Schedule Update Plan

Anita Vannucci distributed an updated General Schedule Update Plan. The plan outlines the schedules that will be brought to the committee by October 2014, and the records analyst responsible for each schedule.

Governor's Cabinet Secretaries Update

John Metz asked Anita Vannucci to provide a progress report on meetings with the Cabinet Secretaries. Anita explained that she and Roger Christman will be meeting with the records officers for each cabinet secretary over the next three weeks. They have met with the records officers from the Secretaries of Health and Human Resources, Finance, and Transportation to date. She explained that many offices are doing more scanning than expected so there will be a drop in paper records transferred and more electronic records transferred in January.

Adjournment

The meeting adjourned with a motion from Greg Crawford, seconded by Glenn Smith. The next meeting will be August 8, 2013 at 9:00 a.m. in the Library Board Room, 2M.