

Records Management Oversight Committee Meeting
Library of Virginia, Board Room
March 28, 2024

Purpose

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

- 199-004, Conservation and Recreation, Dept of / Va. Outdoor Foundation
- 437-001, Virginia Outdoors Foundation
- 413-003, Virginia Lottery
- 440-005, Environmental Quality, Dept. of / Water, Division of
- 602-112, Medical Assistance Service, Dept. of
- 701-501, Corrections, Dept. of
- GS-02, All Localities, Fiscal Records
- GS-19, All Localities, Administrative Records
- GS-101, All State Agencies, Administrative Records
- GS-102, All State Agencies, Fiscal Records
- GS-12, All Localities, Circuit Courts
- GS-15, All Localities, Social Services Records

Introduction of Members and Guests

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

Members Present:

Vince Brooks, Local Records Program Manger
Greg Crawford, State Archivist and Government Records Services Director
Emily Johnson, Records Management Analyst
Chad Owen, Records Management Section Manager
Glenn Smith, Records Management Analyst
Teshawna Threat, Records Management Analyst
Dawn Tinnell, Reference Services Senior Archivist
Eddie Woodward, Local Records Archivist

Members Absent: Renee Savits; State Records Archivist

Resources: Patrice Morgan, Administrative Assistant

Guests: Maria Shellman, State Records Archivist

Agenda

Greg Crawford explained the agenda was modified overnight and called for a motion to approve the agenda. Dawn Tinnell so moved, seconded by Chad Owen, and the motion carried.

Minutes of Prior Meeting

Greg asked if there were any questions or changes for the minutes. Hearing none, he called for a motion to approve the December 14, 2023, minutes as presented. Eddie Woodward so moved, seconded by Glenn Smith. The minutes were approved.

Old Business

None.

199-004, Department of Conservation and Recreation and 437-001, Virginia Outdoors Foundation

Glenn Smith presented these schedules. Schedule 199-004 was approved at the last meeting for Virginia Outdoors Foundation as a department schedule under the Department of Conservation and Recreation. The Department of Conservation and Recreation serves as the pass-through agency for funding to the Foundation. The one series on this schedule is moving to an independent schedule assigned the agency code that Virginia Outdoor Foundation used to have when it was a fully independent agency. The new schedule number is 437-001 and schedule 199-004 will be made defunct, superseded by that new schedule.

[Motion: Greg Crawford called for a motion to defunct schedule 199-004 and supersede the schedule by 437-001. Chad Owen so moved, Teshawna Threat seconded, and the motion carried.]

413-003, Virginia Lottery

Chad Owen presented this schedule. The agency requested language changes for several records series descriptions to reflect current business practices and the way transactions are reported. Series 100205, Pack Transfer Report was made defunct, superseded by 100203. The series title for Issue/Return Transaction Reports (100203) was changed to Ticket Return Transaction Reports.

[Motion: Greg Crawford called for a motion to approve schedule 413-004. Vince Brooks so moved, Eddie Woodward seconded, and the motion carried.]

440-005, Department of Environmental Quality, Water Division

Glenn Smith presented this schedule. The agency made a request to add two new series to the schedule for Nutrient Banking: History and Nutrient Banking: Operations to manage the records created for nutrient banking processes.

[Motion: Greg Crawford called for a motion to approve schedule 440-005. Teshawna Threat so moved, Eddie Woodward seconded, and the motion carried.]

602-112, Department of Medical Assistance Services

Chad Owen presented this schedule. The agency requested a change to School Health Services Records (200521) for business purpose of keeping the record for 5 years plus an additional year to cover audit processes. The retention was updated from 5 to 6 years to bring it in line with series similar in function.

[**Motion:** Greg Crawford called for the motion to approve the update of schedule 602-112. Glenn Smith so moved, Dawn Tinnell seconded, and the motion carried.]

701-501, Department of Corrections, Community Corrections

Glenn Smith presented this schedule. The agency requested this update to defunct series, update language and revise some retentions. Four of the 16 series will remain on the schedule with revised titles and descriptions (008698, 008703, 008706, and 008705). 8703 and 8705 will increase retention. Seven series will be defunct and superseded by the primary series, 008698 Probation and Parole Case Files, two will be superseded by series on other schedules, and three will not be superseded. The DOC Department in which the schedule will be located is changing from "Community Corrections" to "Probation and Parole."

[**Motion:** Greg Crawford called for a motion to approve schedule 701-501. Chad Owen so moved, Teshawna Threat seconded, and the motion carried.]

GS-02 Fiscal Record, All Localities, GS-19, Administrative Records, All Localities, GS-101, Administrative Records, All State Agencies, GS-102, Fiscal Records, All State Agencies

Glenn Smith presented an update for grants series and explained the changes using state general schedules 101 (administrative) and 102 (fiscal). There are existing series for grant files, but there has been confusion about grants that are awarded with specific terms for records retention. A new series "Grant Projects: Awarded - With Terms," was created on the administrative schedule to adequately manage grants awarded with terms. The current series, "Grant Records: Funded" 100323 was retitled to "Grant Projects: Awarded - Without Terms." "Grant Files" 012108 on the state fiscal schedule was retitled to "Grant Projects: Financials." Additionally, Glenn proposed a title change for series 000183 from "Grant Records Unfunded" to "Grant Projects: Not Awarded" to align the titling with other series. The same changes are being made to grant series on local general schedules 02 and 19, with the exception of a retention reduction from 5 years to 3 in the series "Awarded - Without Terms." The committee had no questions on these changes or additions.

Chad Owen provided the update on changes proposed for FOIA series on 19 and 101. Chad explained that the term FOIA is the records series titles, but not in those record descriptions. The online search of descriptions for FOIA would not find results. FOIA was added to the records series descriptions accordingly.

[**Motion:** Greg Crawford called for a motion to approve the update and changes for General Schedules 02 19, 101 and 102 with changes discussed. Vince Brooks so moved, Emily Johnson seconded, and the motion carried.]

GS-12, Circuit Court Records, All Localities

Glenn Smith presented this schedule. This schedule was approved at the prior meeting, but an error was discovered soon after. The “Cases, Ended – Felony Convictions” series was supposed to be broken into two series, “Cases Ended: Criminal – Felony Convictions, Non-Violent – Post 1912 w sentence <20yrs” and “Cases Ended: Criminal – Felony Convictions, Non-Violent – Post 1912 w sentence >20yrs.” The latter is the series that was omitted and is proposed with this update. A new cut off event, “after end of sentence,” is being proposed for the two Felony series with sentences of >20yrs and >50yrs, because the current “after event” cutoff is not understood by all as being “after the end of the sentence.” The retention for Expungements (010486) was updated in Infolinx from 0 to 3 years. This corrected the omission of doing so in 2011, when the retention was made 3 years, but only via a Word document, which, when printed and signed, created the official schedule at that time.

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

GS-15, Social Services Records, All Localities

Chad Owen presented this schedule. The description for Family Services Cases had two extra words that caused confusion. A request was made to remove the second “such as” reference from the description.

[Motion: Greg Crawford called for a motion to approve General Schedules 15. Glenn Smith so moved, Teshawna Threat seconded, and the motion carried.]

New Business

Chad Owen welcomed Emily Johnson and Teshawna Threat to the section as new Records and Information Management Analysts.

Greg Crawford thanked Chad Owen and Glenn Smith for their work on the schedules during the preceding months that lacked staff support.

Adjournment

Greg Crawford called for a motion to adjourn. Dawn Tinnell so moved; Vince Brooks seconded. The meeting adjourned. The next meeting is tentatively scheduled for June 13, 2024.