



RECORD

November
2020

The newsletter of the Virginia Association of Government Archives & Records Administrators

President's Letter

I hope this newsletter finds all our VAGARA members in the best of health. Masks have become an everyday accessory and social distancing is the trendy phrase of the day. I am sure that some of you will be glad that 2020 is coming to a close and are ready to celebrate the year of 2021.

On a positive note, the first VAGARA Virtual Workshop was held October 14th with over 60 participants. I want to thank Jessie Graham (UVA), for working out the details of the Zoom meeting, recruiting presenters Amy Judd (VITA) and Glenn Smith (LVA) and serving as the moderator for the workshop. Thanks to both presenters for sharing their expertise. Thanks to Nicki Taylor (Culpeper) for handling the registrations and emails. You will find the workshop summary and survey results in the newsletter, so be sure to check it out for more details. Your feedback is always welcome so please contact any board member with further comments or suggestions.

Margie Tacci (Town of Herndon) has included another VAGARA trivia question, so submit your answer quickly to be eligible to win a \$10.00 gift card.

VAGARA remains financially healthy and we welcome our new members and thank each of you for your continued participation. Your ongoing membership and commitment are the backbone of our organization. As we have all heard many times, records management is everyone's responsibility and working together makes the daunting task more manageable.

President's Letter continued...

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As a retired IT Director, I encourage IT and Records personnel break down barriers and foster an atmosphere that focuses on the specific business purposes, including information storage, sharing and recycling with mutually supportive aims, whether you are in the public or private sector.

Since this is my last newsletter as VAGARA's president, I want to extend my thanks to all the board members for their active participation in 2020 and to Maralee Weeks, past president for her support and guidance. Thanks also go to Jessica Burgess and Nancy Tyler for their management of the website and Chris Koch for his guidance and leadership in many realms, especially conference planning. In December, the Board will officially elect the 2021 President and I will send out an announcement regarding the selection.

I extend to all of you my warmest wishes for a peaceful and joyful holiday season, regardless as to how you celebrate.

Happy Thanksgiving and Merry Christmas!

Dianna

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Membership Update

Currently VAGARA has 146 active individual memberships, 3 vendor members, and 9 honorary members.

Please remember that your VAGARA annual membership of \$20.00 for individuals and \$100 for vendors comes due January 1, 2021. The membership period runs from January 1 to December 31. Membership gives you resources and links to other members to assist in your daily records management procedures and access to past conference presentations. Your membership affords you the opportunity to share, collaborate, and develop both professional and personal relationships with your peers. If your membership is not renewed by April 1, 2021, your membership will be suspended but can be reinstated for payment.

Please contact the current membership coordinator at ntaylor@culpepercounty.gov for more information and thank you for continuing to be part of the VAGARA family.

JOIN OR RENEW NOW ►

We Care Program

As part of our We Care program you are encouraged to review and update your membership details. Be sure to add your birthday month, so VAGARA can send you a birthday email during the month of your birthday.

Also, do you know of a member that could use a "pat on the back," a "thinking of you," a "get well," or another spirit-lifter? If so, please email Nicki Taylor at ntaylor@culpepercounty.gov and she will send a card on behalf of VAGARA.



Fall Virtual Workshop

Thanks to all who joined us at VAGARA's first virtual workshop! We had a great turnout (nearly 70 participants) and our presenters provided a wealth of knowledge.

A PDF of Amy Judd's presentation "The Do-Re-Mi of Records Management" is available to all members in the [VAGARA Publication Repository](#) (log-in required).

If you have ideas for future virtual education sessions, please email executiveboard@vagara.org.



New Records Destruction Reporting Process Beginning November 16



In case you are not a designated Records Officer for your state or local government agency but are involved in the public records destruction process and haven't heard yet, the way destruction is reported is being overhauled.

On Nov. 16, the Library of Virginia's (LVA) current pdf/Word versions of the Certificate of Records Destruction (RM-3 Form) will be replaced with a new web-based application currently referred to as the eRM-3. We're now in the training/practice phase. Three videos provide a visual overview for each portion of the application. There is also detailed, written guidance, all of which are located at:

<https://www.lva.virginia.gov/agencies/records/eRM3>.

Every agency is encouraged to become familiar with the functionality of the application and determine how it will be integrated into current records management processes. Paper/pdf versions with destruction affirmation dates of November 16 or later will not be accepted.

If none of this is familiar to you, and there is a designated records officer in your agency, please bring this to his or her attention. If you are unaware of a records officer for your agency, you can refer to our [Records Officer Contacts Search](#) page. If your agency is not listed, you can locate and contact the assigned LVA Records Management Analyst via the [LVA Records Management Analyst Assignments/Contacts](#) page.

calling all
Vendors

Did you know?

Vendor members of VAGARA are eligible for **FREE** advertising in the Newsletter! Paid vendor members may contact the Newsletter Editor for more details.



ANNOUNCEMENT CORNER



Do you have a job posting you'd like to announce? A retirement or promotion you'd like to celebrate? Please consider emailing announcements@vagara.org to have it included in a future newsletter and/or on the website!

Welcome New Members!



VAGARA welcomes those that have become members since our last newsletter. We are thrilled to have you and cannot wait to get to know you. Should you need any assistance, please feel free to contact any VAGARA member.

- Corina Alvarez, Town of Leesburg*
- Catherine Bennion, Supreme Court of Virginia*
- Joshua Carlough, Chesapeake Public Library*
- Felicia Coker, City of Newport News Waterworks Department*
- Renolder Cotton, County of Albemarle*
- Diane Ingram, County of York*
- April Rehberg, City of Charlottesville*



VAGARA Trivia

The first to respond with the correct answer(s) wins a gift card!

Send responses to:
announcements@vagara.org

Question:
Do you know what CCRP stands for and what it does?



Do you have photos?

If you have photos taken at VAGARA Annual Conferences, 2012-2019, please email announcements@vagara.org. We would love to have them as we compile the organizational history for this time period.

Thank You VAGARA Vendor Members!



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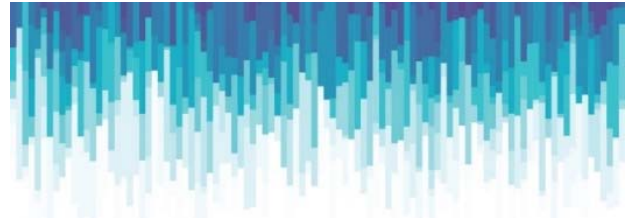
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