



RECORD

July
2023

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

President's Letter

Hi VAGARA members,

I hope this edition finds you well and enjoying summer 2023! The board is working hard planning the 2023 annual conference. Thanks to those of you who took our survey and provided feedback about your attendance plans and topics of interest. Our goal is to create the best conference experience possible, and we hope you will attend. Mark your calendars for October 25-27 and plan to join us. Registration is now open!

Welcome to all the new members who have joined since the March newsletter was published. We appreciate your support and hope you will reach out with comments, questions, and suggestions. Please also plan to attend the conference to meet and network with records practitioners from across the Commonwealth. Please also keep an eye out for communications about the Connis O. Brown conference scholarship application, and the nomination forms for Member of the Year and Vendor of the Year. We can only recognize folks if we receive applications and nominations!

Thanks for your continued support!

Jessie Graham
VAGARA President

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Ride the Wave of Records Management



Join us for two days of engaging speakers at the Hilton Virginia Beach Oceanfront October 25-27, 2023. The conference kicks off with a Wednesday night reception, where you'll network with peers and meet new friends. Education sessions for 2023 include topics such as artificial intelligence in RIM, digitization, and FOIA. Attendees will also have the opportunity to participate in an interactive presentation with new Virginia State Archivist, Greg Crawford, and attend a moderated networking session to share ideas

and insights with fellow records practitioners. Check out the preliminary [program](#) for more information.

Members who need financial assistance are encouraged to apply for the [Connis O. Brown Scholarship](#).

[Registration](#) is open July 10 through September 22. Book your [hotel room](#) as a part of the group block by September 23. We encourage you to nominate members and vendors for the [VAGARA Member of the Year and Vendor of the Year](#) awards.

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Membership Update

[JOIN OR RENEW NOW ►](#)

Currently, VAGARA has 146 active individual memberships, 3 vendor members, and 9 honorary members. If you did not pay your 2023 dues by April 1st your account has now lapsed. You can renew your membership by logging into your profile and paying your 2023 dues. If you need assistance,

please contact ntaylor@culpepercounty.gov.

Membership gives you resources and links to other members to assist in your daily records management procedures as well as access to past conference presentations. Your membership affords you the opportunity to share, collaborate, and develop both professional and personal relationships with your peers.

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.

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.



Meet the 2024 – 2025 Slate!



Jessie Graham, University of Virginia – President

Jessie has been a Records Management Analyst with the University of Virginia (UVA) since 2015. Before arriving at UVA, Jessie spent 11 years at the Library of Virginia as both an archivist and a records management analyst. Jessie is the current VAGARA President and has held the positions of secretary, historian, and member-at-large.



Matt Logie, Fairfax County – Vice President

Matt has been with Fairfax County Government since 2018. Currently he serves as the Records and Information Manager for Land Development Services and oversees the agency records management program. Previously he served as the County Records Analyst for the Archives and Records Management Branch of the Department of Information Technology. Prior to serving Fairfax County Matt held information management roles with George Mason University Capital Construction and Facilities, as a Federal Contractor, and with the Corporate Archives and Records Department of the Colonial Williamsburg Foundation. Matt is Certified Records Manager and a graduate of the University of Maryland School with a Masters of Library Science. Matt has served on the VAGARA Board since 2020 as Board Historian



Katie Ray, Library of Virginia – Treasurer

Katie is a Records Management Analyst with the Library of Virginia, serving as liaison to the Commonwealth's administrative, health and human services sectors, including the Virginia Information Technologies Agency, Virginia Department of Human Resource Management, Virginia Department of Health, and Virginia Department of Social Services. Being in the early stages of her records management career, Katie hopes to bring a fresh perspective to the Board and is eager to provide ideas and input.



Amy Roper, Virginia Lottery – Secretary

Amy has been with the Virginia Lottery since 2008 and serves as the agency's Records Officer, FOIA Officer, and Regulatory Coordinator. Having directly benefited from VAGARA's outreach and training, Amy enthusiastically supports the Board's mission. As a fairly new VAGARA member, Amy looks forward to contributing ideas from a learner's perspective.



Shavonne Munnlyn, George Mason University – Historian

Shavonne is the University Records Officer at George Mason University. Before relocating to Virginia, Shavonne was the Processing Archivist and Records Manager at the University of San Diego. As a member of the Executive Board, she would like to help increase engagement with VAGARA members who may also need support and mentorship.

The 2024 – 2025 Slate, continued



Christine Branch, King William County – Member-at-Large

Christine is the Clerk to the King William County Board of Supervisors, serving as the Records Officer and FOIA Officer for the County, bringing more than thirty years of experience as an administrative assistant in a wide range of industries, including maintaining accurate and up-to-date records of Board of Supervisor and Economic Development Authority proceedings. Christine believes that records management and communicating its importance is the biggest challenge for new records managers, and joining the Board will allow her to learn and give back by helping the Association’s members.



Janice Deem, Bath County – Member-at-Large

Janice has been with Bath County since 2013 as an Administrative Support Specialist and Records officer for the Bath County Administrator’s Office. Working diligently to bring the County of Bath into modern records management procedures and the digitization of records. As a board member, Janice would bring strong organizational skills, a desire to grow in records management and to give back to the profession and association.



Kyna Thomas, City of Charlottesville – Member-at-Large

Kyna has been the City of Charlottesville's Chief of Staff/Clerk of Council since 2019. Before relocating to the City of Charlottesville, Kyna was the Deputy Clerk of Council for the City of Lynchburg. Kyna brings a wealth of experience, having served as President of the Virginia Municipal Clerks Association.



Travis Morris, Albemarle County – Member-at-Large

Travis has been with Albemarle County for eighteen years, first as Deputy Circuit Court Clerk and Senior Deputy Clerk to the Board of Supervisors since 2012. He serves as the Region II Director on the International Institute of Municipal Clerks (IIMC) Board of Directors. He is the current Parliamentarian for the Virginia Association of Municipal Clerks and Past President. Travis currently serves VAGARA as a Member-at-Large.

Voting on the 2024-2025 slate will take place during the annual business meeting on Thursday, October 26, 2023.



ANNOUNCEMENT CORNER



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.



Kristina Johnson, Hanover County Attorney's Office
Kimberly Kingsley, Town of Abingdon
Amanda Littlefield, City of Chesapeake
Rosalie Oliva, Newport News Commissioner of the Revenue Office
Suzanne Shoemaker, City of Chesapeake
Cheryl Skeen, County of Albemarle
Malaika Wainwright, Newport News Commissioner of the Revenue Office
Allison Walton, Loudoun County
William Watt, Department of the Treasury

Welcome new and returning
Vendor Members:

[The Crowley Company](#)
[Gimmel](#)
[LEGALIS](#)

Public Record Archive Available Online

Members can now access a complete archive of the VAGARA Public Records newsletter in the Members section of the association website. Members previously had access to the newsletters back to 2008. With this update, all newsletters back to 1986 are now available online.

The very first newsletter, from February 1986, includes a write up on the annual meeting in Williamsburg, where the eighty-five members in attendance voted on the original constitution and by-laws. Other articles include an introduction to the general records schedules and instructions for how to receive a copy (by written request to the Virginia State Library) and an article on proposed federal regulations that would require "magnetic filing" for tax records, with assurances that this would only apply to organizations that file over 250 returns.

All newsletters are available at <https://vagara.org/newsletter-archive/>. Members who have copies of missing newsletters are encouraged to share them Matt Logie at historian@vagara.org.



VAGARA Trivia

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

Send responses to:
announcements@vagara.org

Question:

What is considered to be the 'second' worst nightmare for an archivist when it comes to preservation of records?

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.

Thank you to our Vendor Members!



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