

Policy Name	Custodian of the record			Policy Number	76-90.02
Section Title	Policy Implementation	Section Number	76-90	Former Policy No.	76-7.3
Approval Authority	Agency Director			Effective Date	5/2/2018
Responsible Executive	Agency Director			Revised Date	5/2/2018
Responsible Office	Director's Office			Last Reviewed	5/2/2018
Responsible Reviewer	Yeatts, Elaine				

Purpose:

To ensure agency compliance with § 2.2-3700 et seq. and § 42.1-76 of the *Code of Virginia* which set forth requirements for the Virginia Freedom of Information Act and the Virginia Public Records Act.

Policy:

To delegate authority and designate responsible staff for the purpose of compliance with law and appropriate records management.

Authority:

§ 2.2-3704. Public records to be open to inspection; procedure for requesting records and responding to request; charges; transfer of records for storage, etc.

Procedures:

Agency Records Manager - The Director for Business, Planning and Research is designated as the Records Officer of the Department of Health Professions in accordance with § 42.1-76 of the *Code of Virginia*. As such, he/she is responsible for implementing a records management program.

Custodians of Records - The following individuals are designated as custodians of records for the purpose of records management as established by the agency's records manager and responding to requests under § 2.2-3704 of the Virginia Freedom of Information Act.

<u>Custodian</u>	<u>Records</u>
Executive Director for the Board of Medicine	All records associated with the Board of Medicine

(Position #00076)	
Executive Director for the Board of Pharmacy (Position #00005)	All records associated with the Board of Pharmacy
Executive Director for the Board of Nursing (Position #00009)	All records associated with the Board of Board of Nursing
Executive Director for the Board of Health Professions and Director of the DHP Healthcare Workforce Data Center (Position #00003)	All records associated with the Board of Health Professions and the DHP Healthcare Workforce Data Center
Executive Director for the Behavioral Science Boards (Position #00068)	All records associated with the Boards of Psychology, Social Work, and Counseling
Executive Director for the Board of Dentistry (Position #00006)	All records associated with the Board of Dentistry
Executive Director for the Boards of Long Term Care Administrators, Physical Therapy, and Funeral Directors and Embalmers (Position #00265)	All records associated with the Boards of Long Term Care Administrators, Physical Therapy, and Funeral Directors and Embalmers
Executive Director for the Boards of Optometry, Veterinary Medicine, Audiology and Speech-Language Pathology (Position #00301)	All records associated with the Boards of Optometry, Veterinary Medicine, Audiology, and Speech-Language Pathology
Chief Operating Officer	All fiscal records not part of an application or licensee record

Department of Human Resource Management/Shared Services (#00027)	All personnel records, time sheets, & leave records
Director of Enforcement (Position- #00106)	All administrative records associated with management of investigations and reports of investigations prior to being filed with the appropriate board. All reports of unlicensed activity shall remain with this custodian or sent to the custodian of the applicable board. All administrative records associated with management of the inspections division and reports of inspections, audits and investigations prior to being filed with a Board
Senior Policy Analyst (Position #00157)	All records of the Agency Regulatory Coordinator and all studies
Director of Information Technology (Position #00140)	All records not associated with a regulatory board, with information technology and not otherwise specified in this Policy
Director of Administrative Proceedings (Position #00031)	All records associated with the Proceedings Administrative Proceedings Division and not otherwise specified in this Policy
Program Manager Health Practitioners' Monitoring Program (Position # 00228)	All records associated with the Health Practitioners' Monitoring Program
Program Manager Prescription Monitoring Program	All records associated with the Prescription Monitoring Program



David E. Brown

(Position #00164)

Director

(Position #00001)

All records associated with the Director's Office
and not otherwise specified in this Policy