

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	3/7/2022
Responsible Executive	Chief Operating Officer			Revised Date	3/24/2023
Responsible Office	Director's Office			Last Reviewed	3/24/2023
Responsible Reviewer	Barrett,Erin				

Purpose:

To ensure agency compliance with Virginia Code §§ 2.2-3700 *et seq.* and § 42.1-76, 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:

Virginia Code § 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:

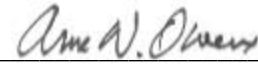
Agency Records Officer - The Planning, Training, and Safety Coordinator of the Administrative and Financial Services Division is designated as the Records Officer of the Department of Health Professions in accordance with Virginia Code § 42.1-76. As such, he/she is responsible for implementing a records 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 the Virginia Freedom of Information Act, specifically Virginia Code § 2.2-3704.

Custodian	Position	Records
Executive Director for the Board of Medicine	# 00076	All records associated with the Board of Medicine

Executive Director for the Board of Pharmacy	# 00005	All records associated with the Board of Pharmacy
Executive Director for the Board of Nursing	# 00009	All records associated with the Board of Nursing
Executive Director for the Board of Health Professions	# 00301	All records associated with the Board of Health Professions
Director of the Data Analytics Division	# 00003	All records associated with the Data Analytics Division
Executive Director for the Behavioral Science Boards	# 00068	All records associated with the Boards of Psychology, Social Work, and Counseling
Executive Director for the Board of Dentistry	# 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	# 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	# 00301	All records associated with the Boards of Optometry, Veterinary Medicine, Audiology, and Speech-Language Pathology
Chief Operating Officer	# 00176	All fiscal and administrative records not part of an application or licensee record
Human Resources Director	# 00385	All personnel records, time sheets, & leave records
Director of Enforcement	# 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
Director of Legislative and Regulatory Affairs	# 00157	All records of the Agency Regulatory Coordinator and all studies
Director of Technology and Business Services	# 00140	All records not associated with a regulatory board regarding information technology and not otherwise specified in this Policy
Director of Administrative Proceedings	# 00031	All records associated with the Proceedings Administrative Proceedings Division and not

Approved By: _____



otherwise specified in this Policy

Health Practitioners' Monitoring Program Manager	# 00004	All records associated with the Health Practitioners' Monitoring Program
Prescription Monitoring Program Manager	# 00164	All records associated with the Prescription Monitoring Program
Director	# 00001	All records associated with the Director's Office and not otherwise specified in this Policy