

**State Records Committee Meeting
August 14, 2012
Room 216
State Capitol
Atlanta, GA**

Members Present:

Governor's Appointee	David Werner, Governor's Office
Governor's Appointee	Hannah Irvin, Governor's Office
Secretary of State Designee	Kelly Farr, Deputy Secretary of State

Staff

Chris Davidson	Director, Georgia Archives
Kiji Burston	Georgia Archives
Steve Engerrand	Georgia Archives

The meeting was called to order at 2:05 p.m. by Mr. Farr, chairman. Members and staff introduced themselves.

Approval of Minutes

Mr. Farr asked for a motion to accept the minutes of the January 11, 2012, State Records Committee Meeting. Mr. Werner moved that the minutes be accepted. Ms. Irvin seconded. All voted in the affirmative. The minutes were approved.

Discussion of Schedule Process

Mr. Davidson explained changes proposed for future meetings. Currently, committee members vote on retention for records and do not always have information about other records in the agency. To give committee members better understanding of how all of the records for an agency fit together, they will be assessing all of the schedules in an agency at the same time. At the next meeting, members will be seeing all retention schedules for the Archives at once.

Discussion of Schedules Submitted for Approval

Mr. Farr asked for clarification about the approval process. Mr. Burston told the committee that only schedules that had been researched and approved by staff had been submitted. Mr. Werner moved that all eighteen submitted schedules be approved. Ms. Irvin seconded, and the motion was unanimously approved.

Approved Schedules

<u>AGENCY</u>	<u>RET NO.</u>
Agriculture, Department of	0478-0040-1
Community Affairs, Department of	0428-0068
Community Affairs, Department of	0428-0069
Community Affairs, Department of	0428-0070
Community Affairs, Department of	0428-0071
Community Affairs, Department of	0428-0072
Community Affairs, Department of	0428-0073
Corrections, Department of	0467-0009
Corrections, Department of	0467-0010
Corrections, Department of	0467-0011
Corrections, Department of	0467-0012
Corrections, Department of	0467-0014
Corrections, Department of	0467-0015
Education, Department of	0414-0001
Professional Standards Commission	0463-0002
Secretary of State, Professional Licensing Boards	0478-0048
Secretary of State, Professional Licensing Boards	0478-0049
Secretary of State, Professional Licensing Boards	0478-0050

Proposed Date of Next Meeting

Mr. Farr asked about a date for the next meeting. Mr. Burston said that the schedule of quarterly meetings was best and noted that one quarterly meeting would be reserved for Local Government schedules. Mr. Burston will email 3 or 4 proposed dates to the members of the committee.

Adjournment

Mr. Werner moved that the meeting be adjourned, and Ms. Irvin seconded. The meeting was adjourned at 2:13 p.m. by the Chairman, Mr. Farr.

Submitted by Steve Engerrand.