

State Records Committee Meeting

April 18, 2019

Board of Regents Office

Atlanta, GA

11:00 a.m.

Members Present

Chairman's Appointee	Edward Tate, Vice Chancellor of Legal Affairs
Governor's Appointee	Tommy Ratchford, Assistant Executive Counsel, Governor's Office
Governor's Representative	Javier Pico-Prats, Assistant Executive Counsel, Governor's Office
State Auditor's Representative	Carol Schwinne, Director of Administration, Department of Audits and Accounts
Local Government Appointee	Sharon Lowery, City Clerk, City of Dunwoody

Staff Present

Christopher Davidson	Assistant Vice Chancellor, Georgia Archives, University System of Georgia
Christine Garrett	Records Management Administrator, Georgia Archives
Karl Simpson	State Records Manager, Georgia Archives

Visitors

Teri-Anne Freinkel	Legal Associate, State Road and Tollway Authority
Laura Williams	Director of Legal Services, Department of Natural Resources - Environmental Protection Division
Penny Gaynor	Geologist, Department of Natural Resources - Environmental Protection Division

Sydney Brogden

Public Affairs Specialist, Department of Natural
Resources - Environmental Protection Division

Brittney Davis

Assistant to the City Clerk, City of Dunwoody

Eric Shealy

Records Clerk, City of Dunwoody

Roll Call

The meeting was called to order at 11:04 p.m. by Mr. Tate. A quorum was present.

Approval of Minutes of the April 25, 2018 Meeting

Ms. Lowery moved that the minutes be accepted, Mr. Pico-Prats seconded. The minutes were approved as submitted.

Georgia Regional Transportation Authority

Mr. Simpson reviewed the proposed change to the Georgia Regional Transportation Authority.

Ms. Lowery moved that the proposed change be approved. Ms. Schwinne seconded. The motion was unanimously approved.

State Government Statewide Common Schedules

Mr. Simpson reviewed the proposed change to the State Government Statewide Common Schedules.

Mr. Ratchford moved that the proposed change be approved. Mr. Pico-Prats seconded. The motion was unanimously approved.

Department of Natural Resources, Environmental Protection Division

Mr. Simpson reviewed the proposed changes to the record retention schedules for the Department of Natural Resources, Environmental Protection Division.

Ms. Schwinne moved that the proposed changes be approved. Mr. Ratchford seconded. The motion was unanimously approved.

Discussion for the Date of the Next Meeting

Mr. Tate led the discussion of the next meeting date. The exact date will be set later.

Adjournment

Mr. Tate adjourned the meeting at 11:10 a.m.