

## State Records Committee Meeting

October 30, 2019

Board of Regents Office

Atlanta, GA

3:00 p.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	Manager Records Management, Georgia Archives
Karl Simpson	State Records Manager, Georgia Archives

### Visitors

Katie Easterwood	Legal Secretary/Executive Assistant, Campaign Finance Commission
Robert S. Lane	Deputy Executive Secretary, Campaign Finance Commission
Rose Marie Kimbell	Archivist and Records Manager, Jekyll Island State Park Authority

Laura Vieth

Deputy Director, Nonpublic Postsecondary Education  
Commission

### **Roll Call**

The meeting was called to order at 3:00 p.m. by Mr. Tate. A quorum was present.

### **Approval of Minutes of the April 18, 2019 Meeting**

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

### **Georgia Government Transparency and Campaign Finance Commission**

Mr. Simpson reviewed the proposed change to the Georgia Government Transparency and Campaign Finance Commission.

### **Jekyll Island State Park Authority**

Mr. Simpson reviewed the proposed change to the Jekyll Island State Park Authority.

### **Georgia Nonpublic Postsecondary Education Commission**

Mr. Simpson reviewed the proposed changes to the record retention schedules for the Georgia Nonpublic Postsecondary Education Commission.

### **Georgia Environmental Finance Authority**

Mr. Simpson reviewed the proposed changes to the record retention schedules for the Georgia Environmental Finance Authority.

Ms. Schwinne moved that the four agencies' retention schedules be approved, Ms. Lowery seconded. The schedules were approved as submitted.

### **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 3:15 p.m.