

State Records Committee Meeting

April 27, 2021

Board of Regents Office

Atlanta, GA

10:00 a.m.

Members Present

Chairman's Appointee	Edward Tate, Vice Chancellor of Legal Affairs
Governor's Appointee	Kristyn Long, Deputy Executive Counsel, Governor's Office
Governor's Representative	Kelsey Finn, Associate 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

Doug Rollo	Consultant
Rose Marie Kimbell	Contracts Manager, Jekyll Island State Park Authority
Melanie Maxwell	Records Manager, Department of Community Affairs
Kalif Lewis	Records Management Officer, Department of

Transportation

Helen Pinkerston-Popo

Senior Counsel, Department of Transportation

Bo Fears

Deputy Commissioner for Legal Affairs, Department of Banking and Finance

Chad DaBella

Chief Financial Officer, Office of Insurance and Safety Fire Commissioner

Michelle Wilkerson

Senior Billing Coordinator, Office of Insurance and Safety Fire Commissioner

Roll Call

The meeting was called to order at 10:03 a.m. by Mr. Tate. A quorum was present.

Approval of Minutes of the October 30, 2019 Meeting

Ms. Lowery moved that the minutes be accepted, Ms. Schwinne seconded. The minutes were approved as submitted.

Jekyll Island State Park Authority

Mr. Simpson reviewed the proposed changes to the record retentions schedules for the Jekyll Island State Park Authority.

Ms. Lowery moved that the schedules be approved, Ms. Long seconded. The schedules were approved as submitted.

Georgia Department of Community Affairs

Mr. Simpson reviewed the proposed changes to the record retention schedules for the Georgia Department of Community Affairs.

Ms. Schwinne moved that the schedules be approved, Ms. Finn seconded. The schedules were approved as submitted.

Georgia Department of Transportation

Mr. Simpson reviewed the proposed changes to the record retention schedules for the Georgia Department of Transportation.

Ms. Long moved that the schedules be approved, Ms. Finn seconded. The schedules were approved as submitted.

Georgia Department of Banking and Finance

Mr. Simpson reviewed the proposed changes to the record retention schedules for the Georgia Department of Banking and Finance.

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

Georgia Office of Insurance and Safety Fire Commissioner

Mr. Simpson reviewed the proposed changes to the record retention schedules for the Georgia Office of Insurance and Safety Fire Commissioner.

Ms. Long moved that the schedules be approved, Ms. Finn seconded. The schedules were approved as submitted.

Office of the Governor

Mr. Simpson reviewed the proposed changes to the record retention schedules for the Office of the Governor.

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

Georgia State Common Schedules

Mr. Simpson reviewed the proposed changes to the Georgia State Common Schedules.

Ms. Long moved that the schedules be approved, Ms. Finn 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

Ms. Lowery moved that the meeting adjourn, Ms. Schwinne seconded.

Mr. Tate adjourned the meeting at 10:25 a.m