

State Records Committee Meeting

October 20, 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

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
Erika Triplett	Executive Assistant to the Vice Chancellor for Legal Affairs, University System of Georgia

Visitors

Laura Williams	Director of Legal Services, Department of Natural Resources – Environmental Protection Division
Sara Lips	Community Engagement Coordinator and Policy Analyst, Department of Natural Resources – Environmental Protection Division

Brian Annino	General Counsel, Georgia Student Finance Commission
Tammy Martiny	VOC Combustion Unit Manager, Department of Natural Resources – Environmental Protection Division

Roll Call

The meeting was called to order at 10:00 a.m. by Mr. Tate. A quorum was present.

Approval of Minutes of the April 27, 2021 Meeting

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

Georgia Department of Revenue

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

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

Georgia Department of Audits and Accounts

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

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

Georgia Department of Natural Resources – Environmental Protection Division

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. Finn seconded. The schedules were approved as submitted.

Georgia Department of Student Finance Commission

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

Ms. Finn moved that the schedules be approved, Ms. Schwinne 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. Schwinne moved that the meeting adjourn, Ms. Finn seconded.

Mr. Tate adjourned the meeting at 10:17 a.m.