

## **State Records Committee Meeting**

April 21, 2022

Board of Regents Office

Atlanta, GA

10:30 a.m.

### **Members Present**

Chairman's Appointee	Chris McGraw, Vice Chancellor of Legal Affairs, University System of Georgia
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 Representative	Sharon Lowery, City Clerk, City of Dunwoody

### **Staff Present**

Josiah Heidt	Senior Legal Counsel, 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
Marcus Garnett	A/V Specialist, University System of Georgia

### **Roll Call**

The meeting was called to order at 10:34 a.m. by Mr. McGraw. A quorum was present.

### **Approval of Minutes of the October 20, 2021 Meeting**

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

### **Georgia State Government Records Retention Schedules**

Mr. Simpson reviewed the proposed changes to the record retention schedules for the Georgia State Government Records Retention Schedules.

### **Georgia Department of Administrative Services**

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

Ms. Long moved that the State Government and Department of Administrative Services schedules be approved, Ms. Finn seconded. The schedules were approved as submitted.

### **Discussion for the Date of the Next Meeting**

Mr. McGraw 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. McGraw adjourned the meeting at 10:40 a.m.