

State Records Committee Meeting

October 20, 2022

Board of Regents Office

Atlanta, GA

10:00 a.m.

Members Present

Chairman's Appointee Chris McGraw, Vice Chancellor of Legal Affairs, University System of Georgia

Governor's Appointee Kelsey Finn, Director of Income Tax Policy, Department of Revenue

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

Christopher Davidson State Archivist/Assistant Vice Chancellor, Georgia Archives

Christine Garrett Manager of Records Management, Georgia Archives

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

Ian Watters IT Client Support Specialist Senior, University System of Georgia

Attendees

Laura Williams Director of Legal Services, Georgia Department of Natural Resources, Environmental Protection Division

Sara Lips Director of Communications and Community Engagement,

Georgia Composite Medical Board

Ms. Garrett reviewed the proposed changes to the record retention schedules for the Georgia Composite Medical Board.

Ms. Lowery moved that the Georgia Composite Medical Board 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. Schwinne moved that the meeting adjourn, Ms. Lowery seconded.

Mr. McGraw adjourned the meeting at 10:18 a.m.