

State Records Committee Meeting

April 27, 2023

Board of Regents Office

Atlanta, GA

11:00 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

Secretary of State's Representative Sam Teasley, Director of External Affairs

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

Ashwani Monga Chief Academic Officer and Executive Vice Chancellor for Academic Affairs, University System of Georgia

Attendees

Chuck Groover Coordinator, Georgia Law Enforcement Certification Program

Amy Chastain Records Coordinator, Georgia Ports Authority

Angela Barnes Manager of Pricing and Records, Georgia Ports Authority

Crissie Wartko

Director of Records Compliance, Gwinnett County Public Schools

Delaon Bellagamba

Administrative Clerk, City of East Point

Roll Call

The meeting was called to order at 11:01 a.m. by Mr. McGraw. A quorum was present.

Approval of Minutes of the October 20, 2022 Meeting

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

Georgia Department of Public Health

Ms. Garrett reviewed the proposed changes to the record retention schedules for the Georgia Department of Public Health.

Ms. Schwinne moved that the Georgia Department of Public schedules be approved; Mr. Teasley seconded. The schedules were approved as submitted.

Local Government Schedules – Public Safety

Ms. Garrett reviewed the proposed changes to the record retention schedules for the Local Government – Public Safety.

Mr. Teasley moved that the Local Government – Public Safety schedules be approved; Ms. Lowery seconded. The schedules were approved as submitted.

Local Government Schedules – Education

Ms. Garrett reviewed the proposed changes to the record retention schedules for the Local Government – Education.

Ms. Schwinne moved that the Local Government – Education schedules be approved; Ms. Finn seconded. The schedules were approved as submitted.

Georgia Ports Authority

Ms. Garrett reviewed the proposed changes to the record retention schedules for the Georgia Ports Authority.

Ms. Lowery moved that the Georgia Ports Authority schedules be approved; Ms. Schwinne 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

Mr. Teasley moved that the meeting adjourn, Ms. Finn seconded.

Mr. McGraw adjourned the meeting at 11:15 a.m.