

## **State Records Committee Meeting**

October 16, 2024

Board of Regents Office

Atlanta, GA

2:30 p.m.

### **Members Present**

Chairman's Appointee	Chris McGraw, Vice Chancellor of Legal Affairs, University System of Georgia
Governor's Appointee	Christine Hayes, Deputy Executive Counsel, Governor's Office
Governor's Representative	Kristyn Long, Deputy Executive Counsel, Governor's Office
Local Government Representative	Sharon Lowery, City Clerk, City of Dunwoody

### **Staff Present**

Christine Garrett	Manager of Records Management, Georgia Archives
Rebecca Wood	State Records Manager, Georgia Archives
Erika Triplett	Executive Assistant, University System of Georgia

### **Attendees**

Christy Barnes	General Counsel, Georgia Department of Community Affairs
Delrease Smith	Records Manager, Georgia Department of Community Affairs

### **Roll Call**

The meeting was called to order at 2:30 p.m. by Mr. McGraw. A quorum was present.

### **Approval of Minutes of the October 25, 2023, Meeting**

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

### **Jekyll Island Authority**

Ms. Wood reviewed the proposed changes to the record retention schedules for the Jekyll Island Authority.

Ms. Long moved that the Jekyll Island Authority schedules be approved with the retention for Video Footage from Body Cam changed to include “subject to exceptions of O.C.G.A. 50-18-96”. Ms. Lowery seconded. The schedules were approved as revised.

### **Georgia Department of Community Affairs**

Ms. Wood reviewed the proposed changes to the record retention schedules for the Georgia Department of Community Affairs.

Ms. Lowery moved that the Georgia Department of Community Affairs schedules be approved; Ms. Long seconded. The schedules were approved as submitted.

### **Georgia State Board of Pardons and Parole**

Ms. Wood reviewed the proposed changes to the record retention schedules for the Georgia State Board of Pardons and Parole.

Ms. Long moved that Georgia State Board of Pardons and Parole schedules be approved with changes to Case Files schedule to include “and Letters” in the title and “and correspondence” in the description. Ms. Lowery seconded. The schedules were approved as revised.

### **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. Long moved that the meeting adjourn, Ms. Hayes seconded.

Mr. McGraw adjourned the meeting at 2:55 p.m.