

State Records Committee Meeting

April 29, 2025

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 Rachel Byers, Associate Executive Counsel, Governor's Office

Secretary of State Representative Charlene McGowan, General Counsel, Secretary of State

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, Georgia Archives

Christine Garrett Manager of Records Management, Georgia Archives

Rebecca Wood State Records Manager, Georgia Archives

Josiah Heidt Assistant Vice Chancellor of Legal Affairs, University System of Georgia

Erika Triplett Executive Assistant, University System of Georgia

Steven Gooden

A/V Specialist, University System of Georgia

Attendees

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 16, 2024, Meeting

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

Local Government Retention Schedules

Ms. Garrett reviewed the proposed changes to the Local Government Retention Schedules.

Ms. Lowery moved that the Local Government Retention Schedules be approved. Ms. Byers seconded. The schedules were approved as submitted.

State Government General Retention Schedules

Ms. Wood reviewed the proposed changes to the State Government General Retention Schedules.

Ms. Lowery moved that the State Government General Retention Schedules be approved. Ms. Schwinne seconded. The schedules were approved as submitted.

Secretary of State – Elections Division

Ms. Wood reviewed the proposed changes to Secretary of State – Elections Division.

Ms. Hayes moved that the Secretary of State – Elections Division be approved. Ms. Schwinne seconded. The schedules were approved as submitted.

Georgia Department of Agriculture

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

Ms. Hayes moved that the Georgia Department of Agriculture schedules be approved; Ms. Schwinne seconded. The schedules were approved as submitted.

Georgia Department of Banking and Finance

Ms. Wood reviewed the proposed changes to the record retention schedules for the Georgia Department of Banking and Finance.

Ms. Lowery moved that the Georgia Department of Banking and Finance schedules be approved; Ms. Byers seconded. The schedules were approved as submitted.

Georgia Department of Community Affairs

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

Ms. McGowan moved that the Georgia Department of Community Affairs schedules be approved with Permanent Supportive Housing Program-Non Selected Applications remaining as a schedule; Ms. Hayes seconded. The schedules were approved as revised.

University System of Georgia

Ms. Wood reviewed the proposed changes to the record retention schedules for the University System of Georgia.

Ms. Lowery moved that University System of Georgia 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

Ms. Hayes moved that the meeting adjourn, Ms. Lowery seconded.

Mr. McGraw adjourned the meeting at 3:03 p.m.