

State Records Committee Meeting

April 25, 2018

Board of Regents Office

Atlanta, GA

3:30 p.m.

Members Present

Chairman	Steve Wrigley, Chancellor, University System of Georgia
Governor's Appointee	Jasmine King, Executive Assistant to the Chief of Staff and Executive Counsel, Governor's Office
Secretary of State Representative	Stuart Wilkinson, Government Affairs Liaison, Office Secretary of State
Local Government Representative	Sharon Lowery, City Clerk, City of Dunwoody

Staff Present

Christine Garrett	Electronic Records Manager, Georgia Archives
Doug Rollo	Local Government Records Manager, Georgia Archives
Karl Simpson	Records Manager, Georgia Archives

Visitors

Laura Williams	Director of Legal Services, Department of Natural Resources, Environmental Protection Unit
Sydney Brogden	Public Affairs Specialist, Department of Natural Resources, Environmental Protection Unit
Beau Fears	Deputy Commissioner for Legal Affairs, Department of Banking and Finance
Lilia Kim	Attorney, Department of Banking and Finance

Torrey Dotson

Records Management Officer, Department of Law

Roll Call

The Meeting was called to order at 3:30 p.m. by Chancellor Wrigley. A quorum was present.

Approval of Minutes of the October 17, 2017 Meeting

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

Department of Law, Consumer Protection Unit

Mr. Simpson reviewed the changes to the Department of Law, Consumer Protection Unit Records Retention Schedules.

The Committee decided to vote on approving the schedules as a whole; therefore, the vote was held at the end of the meeting.

Georgia Soil and Water Conservation Commission

Mr. Simpson reviewed the Georgia Soil and Water Conservation Commission Retention Schedules.

Georgia Council for the Arts

Mr. Simpson reviewed the Georgia Council for the Arts Retention Schedules.

Department of Natural Resources, Environmental Protection Unit

Mr. Simpson reviewed the changes to the Department of Natural Resources, Environmental Protection Unit Retention Schedules.

Department of Banking and Finance

Mr. Simpson reviewed the changes to the Department of Banking and Finance Retention Schedules.

Governor's Office of Highway Safety

Mr. Simpson reviewed the changes to the Governor's Office of Highway Safety Retention Schedules.

State Agency Common Schedules

Mr. Simpson reviewed the changes to the State Agency Common Retention Schedules.

Local Government Schedules

Mr. Rollo reviewed the changes to the Local Government Retention Schedules.

Mr. Wilkerson moved that all the proposed schedules be approved. Ms. Lowery seconded. The motion was unanimously approved.

Discussion for the Date of the Next Meeting

Chancellor Wrigley led the discussion of the next meeting date. The exact date will be set later.

Adjournment

Chancellor Wrigley adjourned the meeting at 3:40 p.m.