

**State Records Committee Meeting
December 4, 2012
Room 216
State Capitol
Atlanta, GA**

Members Present:

Governor's Appointee	David Werner, Governor's Office
Governor's Appointee	Hannah Irvin, Governor's Office
State Auditor Designee	Lee Whitesides, Director of Administration
Secretary of State Designee	Kelly Farr, Deputy Secretary of State

Staff

Chris Davidson	Director, Georgia Archives
Doug Rollo	Georgia Archives
Steve Engerrand	Georgia Archives

The meeting was called to order at 9:10 a.m. by Mr. Farr, chairman. Members and staff introduced themselves, and Mr. Davidson introduced Mr. Rollo, State Records Manager, to the committee.

Approval of Minutes

Mr. Farr asked for a motion to accept the minutes of the August 14, 2012, State Records Committee Meeting. Mr. Whitesides moved that the minutes be accepted. Mr. Werner seconded. All voted in the affirmative. The minutes were approved.

Discussion of Schedule Process

Mr. Davidson explained changes in the way retention schedules will be approved. In addition to some individual series schedules submitted by agencies as before, committee members will now be assessing all of the schedules in an agency at the same time. Two of these schedules are in today's packet: Secretary of State, Archives Division and the Georgia World Congress Center. Mr. Whitesides asked about the Secretary of State, Archives Division schedule. He contrasted a recommended retention for Archives building system records with two similar series in the state agency common schedules with different retention periods. Mr. Davidson explained that the commons were used as a guide by Archives staff, but they had specific reasons for choosing different retention periods. He noted that revising the common schedules had become more difficult and that he hoped to move the process forward by working on one agency at a time and eventually having a complete schedule for each agency. He noted that Mr. Burston had notified

agencies and that the Georgia World Congress Center had responded with the schedule also included in the packet.

Discussion of Schedules Submitted for Approval

After brief discussion about the voting process, Mr. Werner moved that the committee approve all of the schedules. Ms. Irvin seconded. The vote was unanimous to approve.

Approved Schedules

<u>AGENCY</u>	<u>RET NO.</u>
Brain and Spinal Injury Trust Fund Commission	0363-0001
Corrections, Department of	0467-0023
Georgia World Congress Center	0922-0000
Governor's Office of the Consumers' Insurance Advocate/ Governor's Office of Consumer Protection	0251-0001
Secretary of State, Archives and History Division	0478-0000
Treasurer, Office of the State	0486-0001
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Proposed Date of Next Meeting

Committee members discussed meeting frequency and agreed that the next meeting should take place in approximately six months. Mr. Davidson agreed to send out possible meeting dates.

Adjournment

Mr. Werner moved that the meeting be adjourned, and Ms. Irvin seconded. The meeting was adjourned at 9:20 a.m. by the Chairman, Mr. Farr.

Submitted by Steve Engerrand.