

State Records Committee Meeting

November 14, 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
Governor's Representative	Maggie Richardson, Extradition Coordinator, Governor's Office
Secretary of State Representative	Jessica Simmons, Chief of Staff, Office Secretary of State
State Auditor's Representative	Carol Schwinne, Director of Administration, Department of Audits and Accounts
Local Government Appointee	Sharon Lowery, City Clerk, City of Dunwoody

Staff Present

Christopher Davidson	Assistant Vice Chancellor, Georgia Archives, University System of Georgia
Christine Garrett	Electronic Records Manager, Georgia Archives
Doug Rollo	Local Government Records Manager, Georgia Archives
Karl Simpson	Records Manager, Georgia Archives

Visitors

Penny Cliff	Education Coordinator, Georgia Archives
Edward Tate	Vice Chancellor of Legal Affairs, University System of Georgia

Georgia

Nels Peterson	Justice, Georgia Supreme Court
Christopher Hansard	Director, Judicial Services Division, Administrative Office of the Courts
Teri-Anne Freinkel	Legal Associate, State Road and Tollway Authority
Andrew Capezzuto	General Counsel, Georgia Department of Economic Development
Carey Miller	Deputy Executive Counsel and Policy Advisor, Governor's Office

Roll Call

The Meeting was called to order at 3:32 p.m. by Chancellor Wrigley. A quorum was present.

Approval of Minutes of the April 25, 2018 Meeting

Ms. Schwinne moved that the minutes be accepted, Ms. Simmons seconded. The minutes were approved as submitted.

Governor's Office Schedules

The Committee moved the review of the Governor's Office schedules to the first item of business due to Mr. Miller's schedule.

Mr. Simpson reviewed the changes to the Governor's Office 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.

State Road and Tollway Authority Schedules

Mr. Simpson reviewed the State Road and Tollway Authority Retention Schedules.

Student Finance Authority Schedules

Mr. Simpson reviewed the Student Finance Authority Retention Schedules.

Department of Audits and Accounts Schedules

Mr. Simpson reviewed the changes to the Department of Audits and Accounts Retention Schedules.

Department of Economic Development Schedules

Mr. Simpson reviewed the changes to the Department of Economic Development Retention Schedules.

Criminal Justice Coordinating Council Schedules

Mr. Simpson reviewed the changes to the Criminal Justice Coordinating Council Retention Schedules.

State Board of Workers' Compensation Schedules

Mr. Simpson reviewed the changes to the State Board of Workers' Compensation Retention Schedules.

Judicial Branch Schedules

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

Ms. Lowery moved that all the proposed schedules be approved. Ms. Simmons 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 3:47 p.m.