

State Records Committee Meeting

October 15, 2015

Board of Regents Office

Atlanta, GA

2:00 p.m.

Members Present

Chairman	Henry M. Huckaby, Chancellor, University System of Georgia
Governor's Appointee	Hannah Irwin, Governor's Office (via Phone)
State Auditor's Appointee	Carol Schwinne, Director of Administration, Dept. of Audits and Accounts
Secretary of State Appointee	David Dove, Assistant Deputy Secretary & Legal Counsel, Office Secretary of State

Staff Present

Chris Davidson	Director, Georgia State Archives
Doug Rollo	Asst. Director Records Management, Georgia State Archives
Christine Garrett	Electronic Records Manager, Georgia State Archives

Visitors

Houston Davis	Vice Chancellor, University System of Georgia
Kelsey Handley	Intern, Office of Child Advocate
Torrey Dotson	Records Management Officer, Law Dept.

Vernon Davis Director of Procurement and Operations, University
Systems of Georgia

Nels Peterson Vice Chancellor, Legal Affairs University System of Georgia

Roll Call

The Meeting was called to order at 2:10:05 p.m. by Chancellor Huckaby. A quorum was present.

Approval of Minutes

The minutes of the January 8, 2015 State Records Committee Meeting were approved as submitted.

Office of Child Advocate Retention Schedule

Chancellor Huckaby reviewed the Records and retention times for this new schedule. There was no discussion.

Mr. Dove moved that the schedule be approved. Ms. Schwinne seconded. The motion was unanimously approved.

Law Department Retention Schedule

Torrey Dotson reviewed the changes in the schedule. There was no discussion.

Mr. Dove moved that the schedule be approved. Ms. Schwinne seconded. The motion was unanimously approved.

University System of Georgia Records Retention Schedule

Nels Peterson and Vernon Davis reviewed the changes to the retention schedule for the University System of Georgia. There was no discussion.

Mr. Dove moved that the schedule be approved. Ms. Schwinne seconded. The motion was unanimously approved.

State Government Agencies Common Retention Schedules

Christopher Davidson reviewed the changes for the State Government Agencies Common Retention Schedules. There was no discussion.

Ms. Irvin moved that the schedule be approved. Mr. Dove seconded. The motion was unanimously approved.

Discussion for the Date of the Next Meeting

Mr. Davidson led the discussion setting the months for the committee to meet in April and October with the next meeting being April 2016. The exact dates would be set later.

Adjournment

Chancellor Huckaby adjourned the meeting at 2:25 p.m.