

State Records Committee Meeting

April 21, 2016

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
State Auditor's Representative	Carol Schwinne, Director of Administration, Dept. of Audits and Accounts
Secretary of State Representative	David Dove, Assistant Deputy Secretary & Legal Counsel, Office Secretary of State

Staff Present

Chris Davidson	Director, Georgia State Archives
Christine Garrett	Electronic Records Manager, Georgia State Archives

Visitors

Houston Davis	Executive Vice Chancellor, University System of Georgia
Jazzmin Randall	Administrative Operations Manager, Department of Audits and Accounts
Charles Jarrett	Securities Enforcement Attorney, Secretary of State – Securities Division
Chantel Mullen	Staff Attorney, Governor's Office of Student Achievement

Roll Call

The Meeting was called to order at 2:00 p.m. by Chancellor Huckaby. A quorum was present.

Approval of Minutes

The minutes of the October 15, 2015 State Records Committee Meeting were approved as submitted.

Department of Audits and Accounts

Jazzman Randall and Carol Schwinne reviewed the changes in the schedule. There was no discussion.

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

Secretary of State – Securities Division Retention Schedule

Charles Jarrett reviewed the changes in the schedule. There was no discussion.

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

Secretary of State – Professional Licensing Boards Retention Schedule

Christine Garrett reviewed the schedule. There was no discussion.

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

University System of Georgia Records Retention Schedule

Ms. Garrett reviewed the 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.

Discussion for the Date of the Next Meeting

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

Adjournment

Chancellor Huckaby adjourned the meeting at 2:05 p.m.