

State Records Committee Meeting

October 20, 2016

Board of Regents Office

Atlanta, GA

2:30 p.m.

Members Present

Chairman	Henry M. Huckaby, Chancellor, University System of Georgia
Governor's Appointee	Hannah Irwin, Legislative Liaison, Governor's Office
Governor's Representative	Carey Miller, Deputy Executive Counsel and Policy Advisor, Governor's Office
State Auditor's Representative	Carol Schwinne, Director of Administration, Department of Audits and Accounts
Secretary of State Representative	David Dove, Assistant Deputy Secretary and Legal Counsel, Office Secretary of State
Local Government Representative	Sharon Lowery, City Clerk, City of Dunwoody

Staff Present

Chris Davidson	Director, Georgia State Archives
Christine Garrett	Electronic Records Manager, Georgia State Archives
Doug Rollo	Records Manager Local Government Records, Georgia State Archives
Karl Simpson	Records Manager, Georgia State Archives

Visitors

Andrew Taylor	Computer Systems Analyst, Department of Revenue
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Dominick Capotosto	Staff Attorney, Department of Revenue
Steve Hodges	Disclosure Officer, Department of Revenue
Rosemarie Morse	Vice President of Legal Affairs, Georgia Lottery Corporation
Chris Bellew	Records Clerk, City of Dunwoody
James Beal	Legal Issues Specialist, Governor's Office
Larry Hampton	Records Manager, City of Johns Creek
Joan Jones	City Clerk, City of Johns Creek
Chantel Mullen	Staff Attorney, Governor's Office of Student Achievement
Stephany Sheriff	Paralegal, Georgia Vocational Rehabilitation Agency

Roll Call

The Meeting was called to order at 2:30 p.m. by Chancellor Huckaby. A quorum was present.

Approval of Minutes

Chancellor Huckaby asked for a motion to approve the minutes of the April 21, 2016 State Records Committee Meeting. Mr. Dove moved that the minutes be accepted, Ms. Irvin seconded. All voted in the affirmative and the minutes were approved as submitted.

Governor's Office Retention Schedule

James Beal reviewed the changes in the schedule. There was no discussion.

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

University System of Georgia Retention Schedule

Ms. Garrett reviewed the changes in the schedule. There was no discussion.

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

Georgia Lottery Corporation Retention Schedule

Rosemarie Morse reviewed the schedule. There was no discussion.

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

Jekyll Island Authority Records Retention Schedule

Mr. Simpson reviewed the schedule for the Jekyll Island Authority. There was no discussion.

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

Governor's Office on Student Advancement Records Retention Schedule

Chantel Mullen reviewed the schedule for the Governor's Office on Student Advancement. There was no discussion.

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

Office of Child Advocate Records Retention Schedule

Mr. Simpson reviewed the schedule for the Office of Child Advocate. There was no discussion.

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

Georgia Vocational Rehabilitation Agency Records Retention Schedule

Mr. Simpson and Stephany Sheriff reviewed the schedule for Georgia Vocational Rehabilitation Agency. There was no discussion.

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

Secretary of State – Investigations Records Retention Schedule

Mr. Simpson and Mr. Dove reviewed the schedule Secretary of State, Investigations Division. There was no discussion.

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

Department of Revenue Records Retention Schedule

Andrew Taylor and Dominick Capotosto reviewed the schedule for Department of Revenue. There was no discussion.

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

Local Government Common and Specific Retention Schedule

Mr. Rollo reviewed the schedule for Local Governments. There was no discussion.

Mr. Dove moved that the schedule be approved. Ms. Lowery 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 2:40 p.m.