

## State Records Committee Meeting

April 5, 2017

Board of Regents Office

Atlanta, GA

2:30 p.m.

### Members Present

Chairman	Steve Wrigley, Chancellor, University System of Georgia
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 (Via Phone)
Secretary of State Representative	David Dove, Assistant Deputy Secretary and Legal Counsel, Office Secretary of State

### Staff Present

Chris 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

Stephany Sheriff	Paralegal, Georgia Vocational Rehabilitation Agency (Via Phone)
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### Roll Call

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

### **Approval of Minutes**

Mr. Dove moved that the minutes be accepted, Mr. Miller seconded. The minutes were approved as submitted.

### **University System of Georgia Retention Schedule**

Mr. Simpson reviewed the changes to the University System of Georgia Retention Schedules for Police, Security, and Safety. There was no discussion.

The Committee decided to vote on approving the schedules as a whole; therefore, the vote was held at the end of the meeting.

### **Georgia Department of Transportation**

Mr. Simpson reviewed the changes to the Department of Transportation Retention Schedules.

### **Georgia Building Authority**

Mr. Simpson reviewed the changes to the Georgia Building Authority Retention Schedules.

### **Georgia State Financing and Investment Commission**

Mr. Simpson reviewed the changes to the Georgia State Financing and Investment Commission Retention Schedules.

### **Georgia Board of Dentistry**

Mr. Simpson reviewed the new Retention Schedules for the Georgia Board of Dentistry.

### **Georgia Board of Pharmacy**

Mr. Simpson reviewed the new Retention Schedules for the Georgia Board of Pharmacy.

### **Georgia Aviation Authority**

Mr. Simpson reviewed the new Retention Schedules for the Georgia Aviation Authority.

### **Governor's Office**

Ms. Garret and Mr. Miller reviewed the addition to the Governor's Office Retention Schedule.

### **Department of Vocational Rehabilitation**

Mr. Simpson and Ms. Sheriff reviewed the addition to the Department of Vocational Rehabilitation Retention Schedule.

### **State Agency Common Schedules**

Mr. Simpson reviewed the change to the State Agency Common Schedules.

### **Local Government Public Safety Schedules**

Mr. Rollo reviewed the changes to the Local Government – Public Safety Retention Schedules.

Mr. Dove moved that all the proposed schedules be approved. Mr. Miller 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 2:38 p.m.