

State Records Committee Meeting

October 17, 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
Governor's Appointee	Jasmine King, Executive Assistant to the Chief of Staff and Executive Counsel, Governor's Office
State Auditor's Representative	Carol Schwinne, Director of Administration, Department of Audits and Accounts (Via Phone)
Secretary of State Representative	Stuart Wilkinson, Government Affairs Liaison, Office Secretary of State
Local Government Representative	Sharon Lowery, City Clerk, City of Dunwoody

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

Danny Arflin	Accounting Director, Office of Planning and Budget
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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. Miller moved that the minutes be accepted, Ms. Schwinne seconded. The minutes were approved as submitted.

Georgia Department of Labor

Mr. Simpson reviewed the changes to the Georgia Department of Labor Records Retention Schedules. 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.

University System of Georgia

Mr. Simpson reviewed the changes to the University System of Georgia Retention Schedules.

State Agency Common Schedules

Mr. Simpson reviewed the changes to the State Agency Common Retention Schedules.

Office of Planning and Budget

Mr. Simpson reviewed the changes to the Office of Planning and Budget Retention Schedules.

Local Government Schedules

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

Ms. Schwinne noted that the Local Government Retention Schedules proposed to delete one schedule, computer and system passwords, that remained on the University System of Georgia Retention Schedules. Mr. Rollo explained that the local governments no longer create this records; however, the University System continues to.

Mr. Miller moved that all the proposed schedules be approved. Ms. Lowery 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 2:36 p.m.