

**State Records Committee Meeting
January 11, 2012
(via conference call)
Georgia Archives Building
Morrow, Georgia**

Members Present:

Governor's Appointee	Hannah Irvin, Governor's Office
State Auditor Designee	Lee Whitesides, Director of Administration
Secretary of State Designee	David W. Carmicheal, Director Georgia Archives

Staff

Steve Engerrand	Georgia Archives
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The meeting was called to order at 3:12 p.m. by David Carmicheal, chairman.

Approval of Minutes

Mr. Carmicheal asked for a motion to accept the minutes of the December 6, 2011 State Records Committee Meeting. Mr. Whitesides moved that the minutes be accepted. Ms. Irvin seconded. All voted in the affirmative. The minutes were approved.

Schedules Approved

<u>AGENCY</u>	<u>RET NO.</u>
Technical College System of Georgia	0415-0029
Technical College System of Georgia	0415-0036
Technical College System of Georgia	0415-0058
Technical College System of Georgia	0415-0059

Mr. Whitesides moved that these four schedules be approved. Ms. Irvin seconded, and the motion was unanimously approved.

Public Service Commission	0470-0001
Public Service Commission	0470-0002

Ms. Irvin moved that these two schedules be approved. Mr. Whitesides seconded, and the motion was approved.

AGENCY

RET NO.

Forestry Commission
Forestry Commission

0420-0001
0420-0002

Mr. Whitesides moved that these two schedules be approved. Ms. Irvin seconded, and the motion was approved.

Building Authority, Georgia (Regular)

0900-0001

Ms. Irvin moved that this schedule be approved. Mr. Whitesides seconded, and the motion was unanimously approved.

Discussion

Mr. Carmicheal noted that a number of questions have arisen about the retention of personnel files since the conversion to PeopleSoft. He alerted members that the next meeting will include recommendations for retention period changes for personnel records. Mr. Carmicheal explained that the next meeting would not occur until after the legislative session.

Mr. Whitesides moved that the meeting be adjourned. Ms. Irvin seconded. The committee voted unanimously to adjourn.

The meeting was adjourned at 3:17 p.m. by the Chairman, Mr. Carmicheal.

Submitted by Steve Engerrand.