

State Records Committee Meeting

January 8, 2015

Board of Regents Office

Atlanta, GA

Members Present

Chairman	Henry M. Huckaby, Chancellor, University System of Georgia
Governor's Appointee	Hannah Irwin, Governor's Office
State Auditor's Appointee	Carol Schwinne, Deputy Director of Administration, Dept. of Audits and Accounts
Secretary of State Appointee	David Dove for Jarred Thomas, Chief of Staff, Office Secretary of State

Staff Present

Chris Davidson	Director, Georgia State Archives
Doug Rollo	Asst. Director Records Management, Georgia State Archives
Christine Garrett	Electronic Records Manager, Georgia State Archives

Visitors

Houston Davis	Vice Chancellor, University System of Georgia
Angela Sigman	Records/Fleet Manager, Department of Public Health
Lanie Weathers	Human Resources Division, Department of Public Safety
Capt. Mark Lambert	Georgia State Patrol, Department of Public Safety
Lt. Brent Moore	Motor Carrier Compliance Division, Department of Public Safety
Lisa Durden	Director, Public Licensing Boards, Secretary of State
Troy Edwards	Public Licensing Boards, Secretary of State

Roll Call

The Meeting was called to order at 3:05 p.m. by Chancellor Huckaby. Members and staff introduced themselves.

Approval of Minutes

Chancellor Huckaby asked for a motion to approve the Minutes of August 7, 2014 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.

Reaffirm the Schedules that were approved for 2013 and 2014

There was no discussion. Chancellor Huckaby asked for a motion to reapprove the retention schedules for the Department of Natural Resources that were approved in 2013 and the General Local schedules - Blueprints and Specifications that were approved in 2014 due to possible quorum issues.

Ms. Irvin moved that the schedules be re-approved. Mr. Dove seconded. The motion was unanimously approved.

Department of Early Care & Learning Retention Schedule

There was no discussion. Ms. Garrett pointed out a change in the retention of one record series. Chancellor Huckaby asked for a motion to approve the retention schedules for the Department of Early Care & Learning.

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

Secretary of State, Professional Licensing Boards, Retention Schedule

There was no discussion. Chancellor Huckaby asked for a motion to approve the retention schedules for

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

Department of Public Health, Retention Schedule

There was no discussion. Chancellor Huckaby asked for a motion to approve the retention schedules for the Department of Public Health

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

Department of Public Safety, Retention Schedule

There was no discussion. Ms. Garrett pointed out a change in the title of a record series. Chancellor Huckaby asked for a motion to approve the retention schedules for the Department of Public Safety

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

Discussion for the Date of the Next Meeting

Mr. Davidson led the discussion setting the months for the committee to meet in April and October with the next meeting being October 2015. The exact dates would be set later.

Chancellor Huckaby asked for a motion to approve the meeting months to be April and October starting with the next meeting as October 2015.

Mr. Dove moved that the meeting months to be April and October starting with the next meeting as October 2015. Ms. Irvin seconded. The motion was unanimously approved.

Adjournment

Chancellor Huckaby adjourned the meeting at 3:16 p.m.