

State Records Committee Meeting

October 25, 2023

Board of Regents Office

Atlanta, GA

10:00 a.m.

Members Present

Chairman's Appointee Chris McGraw, Vice Chancellor of Legal Affairs, University System of Georgia

Governor's Appointee Kelsey Finn, Director of Income Tax Policy, Department of Revenue

Governor's Representative Kristyn Long, Deputy Executive Counsel, Governor's Office

State Auditor's Representative Carol Schwinne, Director of Administration, Department of Audits and Accounts

Local Government Representative Sharon Lowery, City Clerk, City of Dunwoody

Staff Present

Christine Garrett Manager of Records Management, Georgia Archives

Rebecca Wood State Records Manager, Georgia Archives

Erika Trippet Executive Assistant, University System of Georgia

Josiah Heidt Legal Counsel Senior, University System of Georgia

Attendees

Jim Barnaby Deputy Commissioner, State Purchasing, Georgia Department of Administrative Services

Kyle Morton Enterprise Resources Planning Consultant, Georgia Department of Administrative Services Authority

Cheryl Goss
Records Management Officer, Georgia Department of
Public Health

Christy Barnes
General Counsel, Georgia Department of Community
Affairs

Roll Call

The meeting was called to order at 10:00 a.m. by Mr. McGraw. A quorum was present.

Approval of Minutes of the April 27, 2023 Meeting

Ms. Lowery moved that the minutes be accepted; Ms. Schwinne seconded. The minutes were approved as submitted.

Georgia Department of Administrative Services

Ms. Garrett reviewed the proposed changes to the record retention schedules for the Georgia Department of Administrative Services.

Ms. Lowery moved that the Georgia Department of Public schedules be approved; Ms. Schwinne seconded. The schedules were approved as submitted.

Georgia Department of Community Affairs

Ms. Garrett reviewed the proposed changes to the record retention schedules for the Georgia Department of Community Affairs.

Ms. Long moved that the Georgia Department of Community Affairs schedules be approved; Ms. Finn seconded. The schedules were approved as submitted.

Georgia Department of Public Health

Ms. Garrett reviewed the proposed changes to the record retention schedules for the Georgia Department of Public Health.

Ms. Schwinne moved that Georgia Department of Public Health schedules be approved with the retention period being changed to include “or information is entered into database, whichever is longer”; Ms. Long seconded. The schedules were approved as revised.

University System of Georgia

Ms. Garrett reviewed the proposed changes to the record retention schedules for the University System of Georgia.

Ms. Long moved that the University System of Georgia schedules be approved; Ms. Finn seconded. The schedules were approved as submitted.

Discussion for the Date of the Next Meeting

Mr. McGraw led the discussion of the next meeting date. The exact date will be set later.

Adjournment

Ms. Schwinne moved that the meeting adjourn, Ms. Finn seconded.

Mr. McGraw adjourned the meeting at 10:24 a.m.