

State Records Committee Meeting
January 28, 2010
Room 217
Georgia Archives Building
Morrow, Georgia Archives

Members Present:

Governor's Appointee	Kristin Bernhard, Governor's Office
State Auditor Designee	Lee Whitesides, Director of Administration
Secretary of State Designee	David W. Carmicheal, Director Georgia Archives
Local Government	Dianne C. Renfroe, Probate Judge Taylor County
Administrative Office of The Courts – Liaison	Gregory Arnold, Assistant Director of Research

Staff

Amelia Winstead	Georgia Archives
Steve Engerrand	Georgia Archives
Pauline Milhouse	Georgia Archives

Meeting was called to order by David Carmicheal, chairman. Members and staff introduced themselves. Mr. Carmicheal provided a brief description of the State Records Committee, history, function, retention scheduling process and the roles played by the Archives Staff and the State Records Committee.

Acceptance of Minutes

Mr. Carmicheal asked for a motion to accept the minutes of the May 27, 2009 State Records Committee Meeting. Mr. Whitesides moved that the minutes be accepted. Judge Renfroe seconded. All voted in the affirmative. The minutes were accepted.

Mr. Carmicheal showed the committee a follow-up sheet with responses to rejected schedules from the last meeting. This sheet will be included with the minutes of today's meeting. Mr. Whitesides asked Ms. Winstead to follow-up one more time with the Technical College System of Georgia.

Schedules under Review

Georgia Superior Court Clerks Cooperative Authority-0276-001 (see attached copy)

Mr. Whitesides moved that the Georgia Superior Court Clerks Cooperative Authority Schedule be approved as submitted. Judge Renfroe seconded. Committee voted unanimously to approve.

Office of Commissioner of Insurance-0408-003 through 0408-010 (see attached copy)

Mr. Whitesides asked about the Fraud Investigative Files statues enrolling for a longer period. Ms. Winstead said that neither the agency legal counsel nor she could find a longer period. Mr. Whitesides moved that the Office of Commissioner of Insurance Schedules be approved as submitted. Ms. Bernhard seconded. Committee voted unanimously to approve.

Department of Transportation-0484-004 through 0408-006 (see attached copy)

Mr. Whitesides asked how do we know about the completion of milestones. Ms. Winstead said that they have a formal process defined by the federal government and accounting process. Mr. Whitesides moved that the Department of Transportation Schedules be approved as submitted. Judge Renfroe seconded. Mr. Whitesides asked about what happens to the State Accident Property Reports after the 3 years? Ms. Winstead responded that after the files are closed they are transferred to the State Records Center and are destroyed after 3 years. Committee voted unanimously to approve.

Discussion

Judge Renfroe mentioned that the courts are working on records retention schedules addressing the courts records. Mr. Arnold mentioned the schedules – covering records created/maintained by the Superior, State, Magistrate, Probate, and Juvenile courts – are being worked on by the Judicial Council's Records Retention Committee and should be completed by mid-September/October. The schedules will then passed on to the State Records Committee for its approval.

Ms. Winstead requested that the committee to set a date for its next meeting. Chairman Carmicheal suggested October 14th as the next tentative date for the next State Records Committee Meeting.

Mr. Whitesides moved that the meeting be adjourned. Judge Renfroe seconded. Committee voted unanimously to adjourn.

Meeting was adjourned at 2:36 p.m. by the Chairman, Mr. Carmicheal.

Submitted by Pauline Milhouse

State Records Committee - response to minutes 5-27-2009

Local Government Common Schedule

Education

1. Behavior Policy/Code of conduct records

Rejected – retain 1 year retention

Follow-up – retention administratively clarified to state “retain 1 year and superseded”

Public Safety

1. Fire Incident Reports

Rejected – retain retention period of 50 years

Follow-up – 50 year retention retained.

2. Fire/Arson Investigation Files

Rejected – retain retention period of 50 years

Follow-up – 50 year retention retained.

Board of Regents – University System of Georgia

(A-33) Policies and Procedures Records

Clarification: The new retention period is “After 7 years transfer to Archives.” The “3 years,” phrase is an error.

Follow-up – retention clarified, typo corrected

(A-42) Bid and Competitive Selection Records

Rejected – return to University System for review

Follow-up – request for revision rejected. Left as previous schedule

(C-8) Medical Records

Clarification: Committee wondered about advisability of keeping records beyond time when student reaches age 21. Review code section cited (O.C.G.A. 9-3-33, 31-33-2) to see whether code section requires destruction at that point (e.g., for privacy protection?). The Committee approved this retention period, however. (Clarification was requested by Courts observer, not by any voting member of the Committee).

Technical College System of Georgia

(0415-036) Student conduct records/Disciplinary action records

Rejected – return to Technical College System for review

Follow-up – returned to TCSG. Follow-up resulted in no response.

State Government Common Schedule

Accounting - Bid and Competitive Selection records, Non-selected

Rejected – return to Archives for review

- (O.C.G.A. 50-5-67, 13-10-20 and the DOAS Vendor Manual).

Follow-up – request for revision rejected, matter tabled until 2011 edition