

State of Tennessee
Public Records Commission
MINUTES

April 25, 2022, at 2:00 p.m.

Tennessee State Library and Archives, Tennessee Room, Nashville, Tennessee

Public Records Commission Members:

Chairman – Tre Hargett, Secretary of State - *present*
Secretary – Christi Branscom, Commissioner of the Department of General Services
Jason Mumpower, Comptroller of the Treasury
David H. Lillard, Jr., State Treasurer
Chief Justice Roger A. Page, Tennessee Supreme Court
Herbert H. Slatery III, Attorney General and Reporter
Karen Garrett, Director of Legal Services and Counsel to the Lieutenant Governor
Anastasia Campbell, Director of Legal Services and Counsel to the Speaker of the House
Jennifer Core, Executive Director of the Tennessee Historical Society - *present*
Eddie Weeks, Legislative Librarian of Legal Services - *present*
Thomas W. Chester, Representative of the Commissioner of the Department of General Services - *present*
Rick Dubray, Representative of the State Treasurer - *present*
Janet Kleinfelter, Representative of the Attorney General - *present*
Kelsey Bridges, Representative of the Comptroller of the Treasury - *present*
Rachel Harmon, Representative of the Tennessee Supreme Court - *present*

Welcome

The Public Records Commission met this day at 2:00 p.m. in the Tennessee Room of the Tennessee State Library and Archives in Nashville, Tennessee, with the noted Public Records Commission members present. Secretary of State and Chairman of this Commission, Tre Hargett, called this meeting to order at 2:00 p.m. He detected a quorum and requested action on the following matters as presented.

Approval of Minutes from October 25, 2021

1. Chairman Hargett noted that the first order of business was approval of the October 25, 2021, minutes.
 - a. Chairman Hargett entertained a motion to approve the minutes. The motion was properly moved and properly seconded; the October 25, 2021, minutes were approved.

Consent Agenda

2. Chairman Hargett stated that the next item was the consent agenda.
 - a. Director Callaghan reported that there were fifty-four items on the consent agenda and no RDAs for discussion.
 - b. Chairman Hargett asked if there were any questions; there were none.
 - c. Chairman Hargett made a motion to approve the consent agenda. The motion was properly seconded by Mr. Chester; the consent agenda was approved.
 - d. Chairman Hargett confirmed with Director Callaghan that there were no RDAs on the agenda for discussion.

Records Management Reports

3. Chairman Hargett then asked Director Callaghan to present the Records Management Reports.
 - a. Director Callaghan reported that Records Management continues to conduct its weekly meetings with the Tennessee State Library and Archives and the Comptroller's Audit Division.
 - b. To date, Records Management has created, revised, or retired 2,399 out of approximately 2,481 RDAs. Director Callaghan reported that out of fifty-four RDAs on the consent agenda,

there were seven retired, thirty-five revised, and twelve created.

- c. Director Callaghan reported that Records Management continues to work with agencies to resolve the outstanding RDAs. There were eight more on this consent agenda bringing down the original number to eighty-two in the process. An updated list of pending RDAs has been sent to the Comptroller's Audit Division, as requested at the last Public Records Commission meeting.
- d. Chairman Hargett asks if there are any questions; hearing none, Chairman Hargett asked Director Callaghan to proceed.
- e. Director Callaghan stated that Records Management continues to conduct its meetings and monthly trainings with the agencies for RDA issues and general information governance issues.
- f. Director Callaghan explained that Records Management is conducting records assessments and has completed five this year.
- g. Chairman Hargett asked if Records Management is looking to fill a few vacancies.
- h. Director Callaghan agreed that Records Management is trying to fill two vacancies. Director Callaghan stated that Mark Wilson will be leaving Records Management at the end of June to attend law school. Director Callaghan further expressed his appreciation for Mr. Wilson for his time in Records Management and that he will be missed.
- i. Chairman Hargett asked Mr. Wilson to stand to be acknowledged for all his hard work.
- j. Chairman Hargett further explained that Records Management has set a high bar and he appreciates the work that Records Management does.
- k. Chairman Hargett asked if there were any further questions; there were none.

Closing Remarks

- 4. Chairman Hargett asked if there was any old business or comments from the public. Hearing none, Chairman Hargett entertained a motion to adjourn. The motion was properly moved, and properly seconded; the Commission was adjourned.