

**State of Tennessee**  
**Public Records Commission**  
**MINUTES**

October 25, 2021 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  
Eddie Weeks, Legislative Librarian of Legal Services - *present*  
Thomas W. Chester, Representative of the Commissioner of the Department of General Services - *present*  
Roy West, Representative of the State Treasurer - *present*  
Janet Kleinfelter, Representative of the Attorney General - *present*  
Seth May, 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 May 4, 2021**

1. Chairman Hargett noted that the first order of business was approval of the May 4, 2021, minutes.
  - a. Chairman Hargett entertained a motion to approve the minutes. The motion was properly moved and properly seconded; the May 4, 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 sixty-three items on the consent agenda and no RDAs for discussion.
  - b. Mr. West made a motion to approve the consent agenda. The motion was properly seconded by Mr. May; the consent agenda was approved.
  - c. 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 2,380 out of approximately 2,470 RDAs. Director Callaghan reported that ten of the one hundred pending RDAs were on the agenda for this meeting, and agencies are working to review and revise the remaining

RDAs. Records Management has sent an updated list of pending RDAs to the Comptroller's Audit Division, as requested at the last Public Records Commission meeting.

- c. Director Callaghan reported that for this Public Records Commission meeting, out of sixty-three RDAs on the consent agenda, there were sixteen retired, thirty-nine revised, and eight created.
- d. 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.
- e. Director Callaghan explained that due to the circumstances surrounding the pandemic, Records Management sent out a survey to agencies in lieu of conducting assessments this year. All agencies responded, and Records Management created survey reports to assist in documenting agency progress. Records Management is working to schedule regular assessments in 2022.
- f. Director Callaghan reported that the State's contract with Vital Records Control was renewed for three years with two additional one-year renewal options.
- g. Director Callaghan explained that the Records Holding Report was again completed by all agencies and universities. State agencies reported a 0.68 percent increase in paper records and a 189 percent increase in electronic records; Director Callaghan stated that the large increase in electronic records was due to digitization. State universities reported a 35 percent increase in paper records and a 14 percent increase in electronic records; Director Callaghan concluded by stating that destruction levels continue to be impacted by legal holds.
- h. 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.