

State of Tennessee
Public Records Commission
MINUTES

June 22, 2016 at 10:00 AM
Legislative Plaza, Room LP-29, Nashville, Tennessee 37243

Public Records Commission Members:

Chairman – Tre Hargett, Secretary of State - *present*
Secretary – Robert E. Oglesby, Commissioner Department of General Services - *present*
Justin P. Wilson, Comptroller of the Treasury
David H. Lillard, Jr., State Treasurer
Chief Justice Sharon G. Lee, Tennessee Supreme Court
Herbert H. Slatery III, Attorney General
Karen Garrett, Director of Legal Services and Counsel to the Lieutenant Governor
Doug Himes, Director of Legal Services and Counsel to the Speaker of the House
Ann Toplovich, Tennessee Historical Society - *present*
Eddie Weeks, Legislative Librarian of Legal Services - *present*
Rick DuBray, Representative of the State Treasurer - *present*
John Greer, Representative of the Comptroller of the Treasury - *present*
Rachel Harmon, Representative of the Tennessee Supreme Court - *present*

Welcome

1. The Public Records Commission met this day at 10:00 a.m. in Legislative Plaza, Room LP-29, Nashville, Tennessee with the noted Public Records Commission members present. Secretary of State and Chairman of the Commission, Tre Hargett, called the meeting to order promptly at 10:00 a.m. He detected a quorum and requested action on the following matters as presented.
2. Chairman Hargett introduced a new member from Administrative Office of the Courts sitting on the Commission. Chairman Hargett asked her to introduce herself.
3. Ms. Harmon stated that she is General Counsel for Administrative Office of the Courts and is the Representative for the Chief Justice.
4. Chairman Hargett thanked Ms. Harmon for her participation in this Commission.

Approval of Minutes from February 25, 2016

5. Chairman Hargett asked if there were any changes to the February 25, 2016, minutes.
 - a. There was a brief discussion between members of the Commission regarding grammatical concerns, as a result no changes were made.
 - b. Chairman Hargett asked if there were any changes to the minutes, hearing none; Chairman Hargett entertained a motion to approve the minutes. The motion was properly moved and properly seconded; the minutes were approved.

Consent Agenda

6. Chairman Hargett stated that he was going to make a motion to move RDA 1586 and RDA 2207 to the consent agenda after discussion with the Department of Labor & Workforce Development.
 - a. Mr. Weeks asked Mr. Kevin F. Callaghan if Department of Labor & Workforce Development agreed to the five year retention.

- b. Mr. Callaghan explained that Department of Labor & Workforce Development agreed to a five year retention: The first three years paper and electronic and the last two years electronic.
- c. Chairman Hargett stated that without any objection those items would be moved to the consent agenda.
- d. Chairman Hargett entertained a motion to approve the consent agenda. The motion was properly moved and properly seconded; the motion was approved.

RDAs for Discussion

- 7. Chairman Hargett stated that item three was rolled into item two.

Records Management Update

- 8. Chairman Hargett asked Mr. Callaghan to proceed with the Records Management update.
 - a. Mr. Callaghan reported that Records Management continues to meet weekly with Library & Archives, Audit, and General Services to review RDAs that are submitted. Mr. Callaghan pointed out that with the RDAs approved today, Records Management has created, revised, or retired 65% of the state's RDAs (1165 out of 1785). This year the PRC has taken action on 247 RDAs.
 - b. Records Management conducted nine training sessions, town hall meetings, or workshops, with over 132 attendees. Records Management staff members conducted 187 agency visits.
 - c. Mr. Callaghan stated that Records Management has completed the Records Retention Standards, a document that covers three formats; paper, electronic, and microfilm, for short, long, and permanent retention. These standards also include whether the records are being kept in agency or going to Library & Archives. The standards have been checked by Library & Archives and Strategic Technology Solutions (STS) and the suggested changes have been made. Mr. Callaghan further explained that with the approval of the Commission, the standards will be sent out to all records officers and also posted on the Records Management website.
 - d. Mr. Callaghan stated that he would like to recognize the Tennessee Department of Environment and Conservation as they have completed creating, revising, and retiring all of their RDAs. Mr. Callaghan further explained that Shonquita Parrish, the records officer for TDEC, has overseen and worked on reducing over 110 RDAs down to seventy-six RDAs. She has also remained up-to-date on reviewing and revising RDAs as the processes change within the agency.
 - e. Chairman Hargett thanked Ms. Parrish for her hard work. He also thanked Mr. Callaghan and his colleagues for their good stewardship because Records Management was able to forgo four months of billing other agencies throughout state government.
 - f. Chairman Hargett then asked if there were any questions or comments; there were none.

Old Business/Public Questions

- 9. Chairman Hargett asked if there were any old business or comments from the public.
 - a. Commissioner Oglesby asked Mr. Callaghan about an update on the records center procurement.
 - b. Mr. Callaghan explained that the contract was completed and awarded to Richards & Richards and the contract will go into effect July 1, 2016. Mr. Callaghan further explained that the contract was completed through the state's procurement office.
 - c. Chairman Hargett asked what the budget impact would be and if there was going to be a significant increase in the charges from Richards & Richards.

- d. Mr. Callaghan stated that there would not be a significant increase in charges and that the price per cubic foot increased one penny per year. Over the five year contract the price per cubic foot would increase by five cents.
- e. Chairman Hargett asked how many cubic feet of boxes are located at Richards & Richards.
- f. Mr. Callaghan stated that there are approximately 137,000 cubic feet of boxes.
- g. Commissioner Oglesby asked how those numbers translate in the budget.
- h. Mr. Callaghan explained the increase in budget is about \$13,000 a year. Mr. Callaghan further explained that additional services were added to the contract, such as temperature and humidity-controlled vault space.
- i. Commissioner Oglesby asked what the overall increase in volume was from 2015 to 2016.
- j. Mr. Callaghan explained that the volume increased from 133,000 cubic feet to 137,000 cubic feet. Mr. Callaghan further explained that there were a number of projects, including the Department of Children's Services closing a facility and as a result sending over 8,000 cubic feet to Richards & Richards.
- k. Commissioner Oglesby's statement was inaudible.
- l. Chairman Hargett stated that records are more efficiently stored at Richards & Richards rather than the records being stored in a state office.
- m. Mr. Callaghan stated that it is a third of the cost to store records at Richards & Richards rather than in agency. Mr. Callaghan further stated that Records Management will continue to work with Deputy Commissioner Thomas W. Chester and the Department of General Services as they continue to work with other agencies.

Meeting Adjourned

- 10. Chairman Hargett asked if there was any further discussion or comments.
 - a. Hearing none; Chairman Hargett entertained a motion to adjourn. The motion was properly moved, and properly seconded; the Commission was adjourned.