

State of Tennessee
Public Records Commission
MINUTES

November 12, 2019 at 10:00 AM

Cordell Hull Building, House Hearing Room IV (HHR IV), Nashville, Tennessee

Public Records Commission Members:

Chairman – Tre Hargett, Secretary of State - *present*
Secretary – Christi Branscom, Commissioner of the Department of General Services - *present*
Justin P. Wilson, Comptroller of the Treasury
David H. Lillard, Jr., State Treasurer
Chief Justice Jeffrey S. Bivins, 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
Ann Toplovich, Executive Director of the Tennessee Historical Society - *present*
Eddie Weeks, Legislative Librarian of Legal Services - *present*
Rick DuBray, Representative of the State Treasurer - *present*
Janet Kleinfelter, Representative of the Attorney General - *present*
Trent Andrews, Representative of the Comptroller of the Treasury - *present*

Welcome

The Public Records Commission met this day at 10:00 AM in the Cordell Hull Building, House Hearing Room IV (HHR IV), 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 at approximately 10:00 AM. He detected a quorum and requested action on the following matters as presented.

Approval of Minutes from May 22, 2019

1. Chairman Hargett noted that the first order of business was approval of the May 22, 2019 minutes.
 - a. Chairman Hargett entertained a motion to approve the minutes. The motion was properly moved and properly seconded; the May 22, 2019 minutes were approved.

Consent Agenda

2. Chairman Hargett moved on to the consent agenda.
 - a. Chairman Hargett asked Director Callaghan to present the consent agenda to the commission.
 - b. Director Callaghan explained that the consent agenda encompasses RDAs that were reviewed by the Secretary of State's Records Management Division, Tennessee State Library and Archives, and the Comptroller's Division of State Audit with no disagreement. There were forty-five items on the consent agenda.
 - c. Chairman Hargett thanked Records Management Division staff for their hard work in ensuring that RDAs placed before the Public Records Commission are ready for the consent agenda instead of the regular agenda.
 - d. Chairman Hargett moved to approve the consent agenda. The motion was properly moved and properly seconded; the consent agenda was approved.

RDAs for Discussion

3. Chairman Hargett stated that there were no RDAs for discussion and proceeded to Records Management Reports.

Records Management Reports

4. Chairman Hargett asked Director Callaghan to present Records Management Reports.
 - a. Director Callaghan reported that for this Public Records Commission meeting, out of forty-five RDAs, eight were retired, twenty-four were revised, and thirteen were created. Director Callaghan explained that the decrease in the number of RDAs from previous meetings was a result of agencies having completed the RDA review process requested of them by the Public Records Commission.
 - b. Records Management continues to meet with State agencies to work on RDAs and advise on Information Governance issues. Records Management had just under 300 meetings with agencies this year. Records Management also conducted twenty-two classes and workshops for State agencies. Records Management will continue to provide workshops and trainings for State agencies in 2020.
 - c. Director Callaghan stated that the 2019 Records Holding Report was completed by all State agencies and universities. According to the report, State agencies saw an overall reduction of just under 20,000 cubic feet of paper. This represents just over a five percent decrease in the volume of paper records stored in State agencies. State agencies also reported 1,057 terabytes of records being stored electronically. State universities reported 67,000 cubic feet of paper records and 1,260 terabytes of electronic records. Records Management will continue to work with State agencies and universities to reduce and properly manage their records holdings. The State would have seen a larger reduction in its records holding this year if not for the fact that numerous agencies were under a litigation hold.
 - d. The new RDA web application is ready to be released. However, Records Management decided to wait until after this Public Records Commission meeting to launch the new web application. This delay was in order to allow State agencies time to get their RDA revisions completed for this Public Records Commission meeting without having to learn how to navigate the new web application. The existing web application is currently locked down to prepare for the upcoming data migration to the new web application. Records Management will be holding a training on the new RDA web application in December and will work further with agencies in January to familiarize them with the new application in advance of the next Public Records Commission meeting.
 - e. Records Management Division is currently working on a revision of the State's Electronic Records Policy. A redlined version of the updated policy was sent to the members of the Public Records Commission for review. Records Management Division worked closely with Tennessee State Library and Archives and the Department of Finance & Administration's Strategic Technology Solutions Division on the revisions. The main changes were removing the list of recommended file types and including a section on electronic records that will be sent to Tennessee State Library and Archives for permanent retention. The list of recommended file types was removed to allow for Strategic Technology Solutions to release their own updated list of recommended file types on an annual basis.
 - f. Chairman Hargett asked if there were any further questions; there were none.

Closing Remarks

5. 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.