

State of Tennessee
Public Records Commission
MINUTES

April 18, 2023, at 9:00 AM

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 - *present*
Jason Mumpower, Comptroller of the Treasury
David H. Lillard, Jr., State Treasurer
Chief Justice Roger A. Page, Tennessee Supreme Court
Jonathan Skrmetti, 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*
Rick DuBray, Representative of the State Treasurer - *present*
Michael Stahl, Representative of the Attorney General
Jordan Flynn, 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 9:00 a.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 9:00 a.m. He detected a quorum and requested action on the following matters as presented.

Moment of Silence

Chairman Hargett called for a moment of silence to commemorate the life of a long-term member of the Records Management team, Theron Lacy.

Approval of Minutes from October 5, 2022

1. Chairman Hargett noted that the first order of business was approval of the October 5, 2022, minutes.
 - a. Chairman Hargett entertained a motion to approve the minutes. The motion was properly moved by Mr. Weeks and properly seconded by Mr. DuBray; the October 5, 2022, minutes were approved.

Consent Agenda

2. Chairman Hargett stated that the next item was the consent agenda.
 - a. Director Callaghan reported that there were thirty-six items on the consent agenda and no RDAs for discussion.
 - b. Chairman Hargett asked if there were any questions; Mr. Weeks drew to attention items number four, five, and ten on the consent agenda. Mr. Weeks expressed his concern on the increase of retention for these three RDAs; the change consists of five years and destroy retention to permanent retention.
 - c. Director Callaghan explained that the RDAs are various lab tests and case files for the

Tennessee Bureau of Investigation. The increase in retention is due to potential further investigations due to the improvement in the testing methods and use for potential future cases, and to tie in cold case files. The records that fall under these RDAs will need to be kept for the longer time period.

- d. Mr. Weeks stated that permanent is not just a longer period of time, but permanent. He added that the change in retention would be a drastic change over the current retention period.
- e. Chairman Hargett asked if Mr. Weeks would like items number four, five, and ten to be bumped and taken up another time.
- f. Mr. Weeks did not wish to bump the items off the consent agenda; Mr. Weeks wanted to express his concerns on the change from five years retention to permanent retention.
- g. Chairman Hargett made a motion to approve the consent agenda. The motion was properly seconded by Mr. Weeks; the consent agenda was unanimously approved.
- h. 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 Division 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 2,456 out of approximately 2,520 RDAs. Director Callaghan reported that out of thirty-six RDAs on the consent agenda, there were six retired, twenty revised, and ten created.
 - c. Director Callaghan stated that Records Management continues to meet with state agencies to work on RDAs and advise on information governance issues.
 - d. Director Callaghan reported that Records Management continues to conduct its normal training schedule as well as specific topic training classes for agencies on request.
 - e. Director Callaghan explained that Records Management had conducted three record assessments this year and had another assessment scheduled later that week. Director Callaghan stated that Records Management had five assessments scheduled between now and August. Records Management is currently scheduling additional agencies. Director Callaghan advises the agencies that the assessment is for any potential issues and to check the condition of the records, as well as do an accurate count on the RDAs by type and volume.
 - f. 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.