

State of Tennessee
Public Records Commission
MINUTES

October 5, 2022, at 8:30 a.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*
Jordan Flynn, Representative of the Comptroller of the Treasury - *present*
Rachel Harmon, Representative of the Tennessee Supreme Court

Welcome

The Public Records Commission met this day at 8:30 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 8:30 a.m. He detected a quorum and requested action on the following matters as presented.

Approval of Minutes from April 25, 2022

1. Chairman Hargett noted that the first order of business was approval of the April 25, 2022, minutes.
 - a. Chairman Hargett entertained a motion to approve the minutes. The motion was properly moved by Mr. Rick Dubray and properly seconded by Mr. Eddie Weeks; the April 25, 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 twenty-six items on the consent agenda and no RDAs for discussion.
 - b. Chairman Hargett briefly explained to those in attendance that the items on the consent agenda have undergone a thorough review process which enables them to be considered and approved all at once.
 - c. Chairman Hargett asked if there were any questions; there were none.
 - d. Chairman Hargett made a motion to approve the consent agenda. The motion was properly seconded by Mr. Eddie Weeks; the consent agenda was approved.
 - e. 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 2,421 out of approximately 2,490 RDAs. Director Callaghan reported that out of twenty-six RDAs on the consent agenda, there were four retired, thirteen revised, and nine created.
- c. Director Callaghan reported that Records Management continues to work with agencies to resolve the outstanding RDAs.
- 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 Records Management is conducting records assessments and has completed five this year.
- f. Director Callaghan reported that all agencies and universities had completed their Records Holding Reports on time: agencies showed a decrease of 4,900 cubic feet (1.5%) in paper records and an increase of 181 terabytes (6%) in electronic records. Universities reported an increase of 1,100 cubic feet (3%) in paper records and a decrease of 5.4% in electronic records.
- g. Director Callaghan introduced two new records analysts. Andrew Wyatt comes to Records Management from the University of Tennessee with a degree in economics, and Rebecca Edwards comes from Austin Peay State University with a degree in political science.
- h. Chairman Hargett greeted the new analysts and asked Director Callaghan to briefly explain to the attendees the process by which RDAs are retired.
- i. Director Callaghan explained that RDAs are retired once all records within the series have been destroyed through appropriate methods and no further records are being generated. At times RDAs can also be retired during the process of combining RDAs when two or more records series are similar enough to fall under the same RDA.
- j. 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 by Mr. Eddie Weeks; the Commission was adjourned.