

# Public Records Committee Minutes

Tuesday, April 27, 2021 at 10:00 AM

**Members Present:**

Rebecca Stone  
Barbara Parsons  
Joyce Rorabaugh

**Members Absent:**

Larry Warner  
Jule Bryson  
Judy Graham Swallows

**Others Present:**

Beth Wyatt-Davis  
Joe Sherrill  
Deborah Holbrook

**Meeting** was called to order by Chairperson Rebecca Stone at 10:03 AM.

**Approval of Minutes** - Due to 3 members being absent from the meeting, a quorum was not met and approval of the minutes from the October 20, 2020 meeting could not be approved.

**Archive Building Project update:** See attached report from Joyce Rorabaugh.

**Archivist Report** - See attached report from Joyce Rorabaugh

**Electronic Records Update** - See attached report from Joyce Rorabaugh.

Joe Sherrill voiced his opinion on the event of a disaster for retrieving records. He is not concerned with any system being down more than 5 days and suggested each department have a record key to passwords. He also suggested there be a MOU in place allowing the current County Mayor be able to gain access to all records through the State. Rebecca Stone will talk to Mayor Allen Foster about this MOU idea and report back at the next meeting.

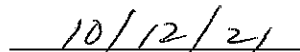
**New Business** - No new business

**Old Business** - No old business

**Adjournment** - Meeting adjourned at 11:05. No motion was made for this adjournment since there was not a quorum for a vote.



Signature



Date

## Archives Report – PRC – 27 Apr 2021

1. Electronic records update – Offices using state mandated software. While often same records created electronically as was found in files and on list, these are filed according to state software. Most offices keeping paper copy of files with exception of Register of Deeds. This office has the most distant off-site electronic storage.
2. Offices send info daily, weekly, monthly, or an annual report into state.
3. Archive concern is the issue of backup of records not sent daily into state.
4. Does each office know how to retrieve info in a disaster to get city and county up and running in 5 days in event of a disaster?

**Update on Archives** – Surveys and asbestos and lead evaluation completed. Bids open and contractors to tour building on May 5. Maintenance will complete downstairs as school has been a no-show. Maintenance will wrap this up as soon as the new road dept. and election dept. buildings completed.

**Covid-19 Statistics** – Archives closed Mar 21 and re-opened 1 June. Loreda and I were able to work through this time and got a lot of projects done. We followed all protocols when we opened of limiting patrons to 4 at a time by appointment, staff and volunteers masked and socially distanced as much as possible. By Sept we dropped appointments but continue to keep social distance. Staff and most volunteers have had vaccinations but continue to mask and distance when possible.

June 2020-Mar 2021 – 338 patrons; 30 off-site patrons (e-mail and phone requests); had tours limited to 4-5 and kept brief, total of 19 people.

**Military Museum** – New board at military museum. They came to us for discussion and advice. We established a working relationship and have assisted them as requested. Library is putting their books in library catalog a few at a time and we are holding cataloged books until they can make repairs and upgrades to museum building. They are putting locked cases in public buildings with displays to advertise museum. They utilized one of our display cases and will swap out items periodically.

**No in-person community outreach** – but did a zoom outreach with Master Gardeners.

**Brochures** have gone out to Welcome Center and Chamber of Commerce as they are anticipating summer visitors.