

Public Records Committee Minutes

Tuesday, June 23, 2020 at 10:00 AM

Members Present:

Rebecca Stone
Mayor Allen Foster
Judy Graham Swallows
Joyce Rorabaugh
Barbara Parsons

Members Absent:

Larry Warner

Others Present:

Colleen Mall
Heather Mullinix
Beth Wyatt-Davis


Meeting was called to order by Chairperson Rebecca Stone at 10:04 AM.

Approval of Minutes - Motion was made by Judy Graham Swallows to approve the minutes from the October 22, 2019 meeting. Seconded by Joyce Rorabaugh. All approved, motion carried.

- 1. Archives Renovation** - All the work stopped during the Covid-19 shutdown. Slowly getting back. A Dehumidifier has been installed but not all work is completed on that project currently. TCAT is back open so Cliff Wightman said that the crews should resume work soon. Windows were installed during the shutdown. Applied for a grant in December but Joyce spoke with Matt Kirby at the Regional Library and he is looking into the money issues. Lots of grants have been reallocated due to Covid-19
- 2. Juvenile Records** - The District Attorney signed off on the destruction of any juvenile court records 10 years or older and he can hold a record if there is a reason. Juvenile records destruction is complete.
- 3. Notification Process** - Notification when laws change to the different departments. Sue Tollett and Jessica Burgess are notified through their State Court Clerks Association. They have a watch group that monitors Senate and House Bills for discussion of the changes in the laws pertaining to the courts. When the Bills are enacted into law it would be helpful if CTAS would notify county archives and PRC in the law changes so we can monitor changes in the laws or change in status of records in all of the departments. The County has 19 departments with 6-100 different records that need to be watched. Rebecca Stone is going to contact CTAS to see if they can start notifying the PRC of any changes pertaining to records.
- 4. Finalize Policy; TN Drivers License** - The final version of the Open Records Policy has been put in place. It does read that the exception regarding the need for a valid Tennessee Driver's license has been made for the Archives as they have such old records and the patrons are from all over the country doing genealogical and /or historical research.
- 5. Current State of Electronic Records** - For more information you can go to : www.archives.gov/records-mgmt This is the National Archives portal for their records retention information. Major issues addressed, besides government records, are those emails and of social media.

6. **Open Records Training from the State** - There was a discussion that the PRC should spearhead Open Records training for school board (following the issues with them understanding the Open Records laws and their request for training), Commissioners, and Records Officials. The State will have training classes if they have 20 or more and are offering zoom meetings. After a discussion that all officials are given required training after they are sworn in via CTAS the need for the PRC to take the lead on this in not needed.
7. **Addendum to the PRC Mission Statement**- PRC was going to add to their mission statement to take the lead on Training for Elected Officials but a motion was made by Barbara Parsons to not add the scheduling of training of Open Records Laws for newly elected officials since it a requirement by the State and not in the State guidelines for the PRC. This motion was seconded by Judy Graham Swallows. All approved, motion carried.
8. **New PRC Operating Policy** - There was a discussion to add that all record's officials will use the State's Records Coding as outlined by CTAS. The discussion was to update inventories completed 2 years ago with the help of Commissioner Joe Sherrill to include the update of electronic records with link/bridge coding. This should create a master inventory for all of Cumberland County records. A motion was made by Judy Graham Swallows to wait until the October meeting to add this to the Policy. The motion was seconded by Barbara Parson. All approved, motion passed.

Adjournment - A motion to adjourn was made by Judy Graham Swallows and seconded by Barbara Parsons. All approved. Meeting was adjourned at 10:47

Signature 

Date 10/20/20