

Public Records Committee Minutes

Tuesday, October 29, 2024 at 10:00 AM

Members Present:

Rebecca Stone
Barbara Parsons
Joyce Rorabaugh
Trey Kerley
Tyler Moore (Gen. Session)

Members Absent:

Jule Bryson

Others Present:

Beth Wyatt-Davis – Mayors Office
Gary Nelson - Chronicle

Call to Order - The Public Records Committee meeting was called to order by Chair Rebecca Stone at 10:00 am.

Approval of Minutes - The committee members present read over the Minutes from the March 26, 2024 meeting. Trey Kerley made the motion to approve the minutes. The motion was seconded by Barbara Parsons. All approved. Motion carried.

Public Comment – None

Report from County Archivist

Circuit Court Clerk's Office - Circuit Court Clerk, Jessica Burgess, made a request to destroy some records in her office. These records consisted of old, already paid traffic tickets. Joyce did extensive research on the subject and could not find anywhere that the county had to keep such records. Jessica has requested to shred the old documents. Barbara Parsons made a motion to allow Jessica Burgess to shred the old traffic tickets. The motion was seconded by Trey Kerley. All approved. Motion carried.

Archive Building Construction Joyce reported that the construction of the Archives building was coming right along. Windows are about to be installed in the old section. The construction crew told her that the new build should be ready by 12/31/24 and they would finish up on the old section and she should be back in by late Spring of 2025.

New Software - The Archives software, Past Perfect, has a new index version that is Cloud based. The index will go on the Library's website for viewers to retrieve. This will allow unlimited items to be added. Currently there is a maximum of 10,000 items. She is happy with this software and its secure backup.

Disposition: Property Tax Assessor's Office

Joyce has met with Kelli Tipton Buchannon, new Assessor of Property, to go over the Property Assessor office records disposition. Kelli has signed and Joyce will get Chairman Stone to sign at the conclusion of the meeting.

Old Business - None

Adjournment - Trey Kerley made a motion to adjourn. Joyce Rorabaugh seconded the motion. All approved. Meeting was adjourned at 10:21 am.

Karen B Shamba
Authorized Signature

3-18-25
Date