

State of Tennessee
Public Records Commission
MINUTES

December 2, 2014

Legislative Plaza, Room LP-29, Nashville, TN

Public Records Commission Members:

Chairman – Tre Hargett, Secretary of State – *present*
Secretary – Robert E. Oglesby, Commissioner, Department of General Services - *present*
Ann Toplovich, Tennessee Historical Society
David Lillard, State Treasurer
Herbert Slatery III, Attorney General
John Greer, Representative of the Comptroller of the Treasury – *present*
Joseph Barnes, Director of Legislative Office of Legal Services
Justin Wilson, Comptroller of the Treasury
Rick Dubray, Office of the Treasurer – *present*

Welcome

The Public Records Commission met this day at 9:30 AM in Legislative Plaza, Room LP-29, Nashville, TN with the noted Public Records Commission members present. Secretary of State and Chairman of the Commission, Tre Hargett, called the meeting to order approximately at 9:30 AM. He detects a quorum and requested action on the following matters as presented.

Approval of Minutes from September 10, 2014

1. Chairman Hargett entertains a motion to approve the minutes. The motion is properly moved and properly seconded; the minutes are approved.

Consent Agenda

2. Chairman Hargett asks if there's any discussion of the consent agenda. With no discussion on the subject, Chairman Hargett entertains a motion to approve the consent agenda. The motion is properly moved and properly seconded; the consent agenda is approved.

RDAs for Discussion

3. **RDA 11064: TBI – TIBRS Incident Report Administrative for TN Bureau of Investigation**
 - a. Chairman Hargett requests that Mr. Callaghan come to the podium.
 - b. To start the discussion, Mr. John Greer states that they still have some language to discuss about RDA 11064, RDA 11065: TBI – TIBRS Incident Report Victim for TN Bureau of Investigation, and RDA 11066: TBI – TIBRS Incident Report Offense for TN Bureau of Investigation.
 - c. Mr. Greer suggests that these RDA's be rolled to the next regular PRC meeting so that the Division of Audit can discuss the language with Tennessee Bureau of Investigation (TBI) of these RDA's.

- d. Mr. Callaghan states that he understands that Comptroller's Audit Division has been discussing things with TBI to consider those changes.
- e. Chairman Hargett asks if there is anyone from TBI present to discuss further. However, there was not a TBI representative present.
- f. Without any further objection, Chairman Hargett makes a motion to move to the next meeting. He also offers to meet any time before then if the RDA's need to be expedited.
- g. The motion is seconded and the RDA deferred to the next PRC meeting.

Records Management Update

- 4. Mr. Callaghan, Director of Records Management Division presents the Records Management Update:
 - a. The Records Management Division continues to meet weekly with Audit Division of the Comptroller's Office, TSLA, and General Services to review the RDA's that have been submitted. They are current to the week.
 - b. With the RDA's approved today, they have created, revised or retired over 25% of the overall RDA's, when they started out with 1,700 in the last 2 years.
 - c. The PRC will have taken action on 326 RDA's this year, which is a significant increase over the last few years.
 - d. Mr. Callaghan thanks the PRC for reviewing such volume and taking action.
 - e. The Records Management Division has conducted 38 training sessions, town hall meetings or workshops, up until the end of November where there were a total of 670 attendees.
 - f. They have now completed 375 agency visits. So now they are not only conducting training classes for the Records Officers but also agency training for records coordinators and their divisions.
 - g. The agencies completed the Records Holding Report in July and August. Overall there was a small increase of 7.3% in agency holdings which comes out to around 35,000 cubic feet – which was primarily in 3 agencies. Otherwise, there was a general decrease in paper besides those 3. So the Records Management Division went back and worked with the 3 agencies that increased to do an in-depth look at their inventory.
 - h. Overall, we've seen a vast decrease of records holding stored in agency in the last 2 years. This saves money over all for the State as the costs are less to store at the records center or to be destroying them on time.
 - i. Mr. Callaghan asks if there are any questions.
 - j. Chairman Hargett discusses as he looks at the report, one thing that stood out to him was the beginning balance number in November (which was 206) versus new submittals. He notes that it doesn't take into account all of our actions today. And since the PRC essentially meets once a quarter, we may meet less but get lots handled when we do meet.
 - k. He then goes on to discuss that RDA's have a 3 step process:
 - i. The RDA's come to Records Management for review.
 - ii. It may go back to that agency for further action based on their recommendation.
 - iii. It comes back to Records Management to review.

- iv. Then goes onto the PRC for approval.
- l. Mr. Callaghan agrees stating that they work with the agencies to get the RDA ready. We offer up suggestions or mention any statutes or practices that might apply to this type of record. Then as soon as the agency is ready to submit, the review process begins.
- m. Chairman Hargett discusses that the Records Management strategic plan measures them on how quickly they process the RDA's or timeliness, number of training sessions they hold or quality customer service. They are always open to feedback to improve their processes as well.
- n. Chairman Hargett proceeds to say that he is particularly pleased that in the last 2 months of the previous fiscal year, the Records Management Division did not bill the other departments of state government since they already covered their costs.
- o. Records Management done well has two benefits:
 - i. Preserving records with historical value or current business value
 - ii. Cost containment
- p. Chairman Hargett asks, "Any further questions about the report?" Hearing none, he moves to Old Business.

Old Business

- 5. Chairman Hargett asks if there is any further discussion or comments from the public.
- 6. Mr. Scarborough, Records Officer for TDOT, commends the Records Management staff for being extremely resourceful in the past year and a half of working together. Chairman Hargett agrees, recognizing their dedication and diligence.

Closing Remarks

- 7. Chairman Hargett asks if there is any further discussion or comments.
- 8. Hearing none, Chairman Hargett entertains a motion to adjourn. The motion is properly moved, and properly seconded. The Commission is adjourned at 9:40am.