

PUBLIC RECORDS COMMISSION MINUTES

The Public Records Commission meeting was held October 11, 2022, at 1:00 in the afternoon in the Coffee County Archives room. The meeting was called to order by Donna Toney, chairperson. Present were four members and one guest.

Donna Toney, County Register & Committee Chair
Lori Amos, Genealogist & Secretary of Public Records Commission
Judy Phillips, Archivist & Past Chair of Public Records Commission
Teresa McFadden, County Clerk
Sam Harper, Office of the County Mayor

Donna Toney presented a list of documents ready for disposal in the Register's office, complete with the Disposal Authorization Form which includes the pertinent code numbers for everything bearing a retention period of five years or less. Her disposable records are kept in locked bins that will only be unlocked by the company doing the shredding. She explained that payroll records have a retention of five years, but anything used for retirement calculation purposes must be kept until each employee's separation. She recommended that these records be kept by the HR office rather than the individual offices.

Donna also presented a printed copy of the State's online slide show of "Disposal of Public Records by CTAS." She is using this guide to organize her office records for easier separation of records having different retention periods and recommends other offices do the same.

There is still a need for digitization of many of the earlier county records. Sam Harper suggested County Commissioner Lynn Sebourn as a useful source to prepare the county for future needs, such as eventually hiring a paid archivist like some other Tennessee counties have. It would also be prudent to investigate grants from places other than those offered by the state, as some businesses and companies offer grants for their products throughout the year. Sam also said he would present the idea of a Records Management Course to the Tullahoma High School to bring awareness to a future need for this avenue of study.

Donna also pointed out the need for a county commissioner and a judge to be appointed to the Public Records Commission.

The meeting was adjourned by Donna Toney at 1:35pm.

Submitted by: Lori Amos

Approved: