

RECORDS COMMISSION

MARCH 8, 2011

MINUTES

Members present: Edrie Bristol, Ronnie Trivett, Patsy Lewis, Scott Sams
Members absent: Judge Lynn Brown, Margaret Hougland

Others present: *Teresa Treadway, Ann Carr, Dawn Peters, Jackie Peters, Melissa Moreland, Lisa Gumaine, Steve Burwick, Juanita Miller, Mayor Leon Humphrey, Jami Awalt and Wayne Moore*

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Edrie Bristol, Chair, called meeting to order. Mrs. Bristol noted that the first order of business was to elect a secretary from the commission according to CTAS manuel requirement.

Motion was made by Ronnie Trivett, seconded by Scott Sams to nominate Patsy Lewis as Secretary. Edrie Bristol, Chair asked if there were any additional nominations from the floor and there were none. By voice vote all ayes, no nays, motion to elect Patsy Lewis as secretary was approved by majority vote.

Copies of the November 2010 meeting were pasted out for approval. Corrections were noted being that Mayor Humphrey stated that he would have Diane Eggers prepare a questionnaire to the office holders concerning which documents needed to be archived and report back in thirty days. Also a noted correction was that Ronnie Trivett made motion to adjourn, seconded by Margaret Hougland. Motion to accept minutes of 11-29-2010 with noted corrections made by Ronnie Trivett, seconded by Scott Sams. By majority voice vote motion carried.

Unfinished Business: Mayor Humphrey reported that no location has yet been found, however space may be found available in the Courthouse Annex once the new jail opens.

Discussed at this time was the trip to Sullivan County and Hawkins Archives locations that members of the committee had visited. Carter County needs were compared to that of Hawkins County needs being that approximately 2,000 square feet of space was needed. It was also noted that the Hawkins County Archives was operated completely by volunteers. At this time Carter County does not have a historian. Mayor Humphrey said that it might be necessary to advertise for this position.

Ronnie Trivett spoke concerning the Archive fee of \$ 2.00 that had been discussed at the previous meeting. Discussion was voiced concerning the Archive fee of \$ 5.00 being introduced in Washington County and it was noted that more research was needed before any request concerning fees is brought before the full County Commission for approval.

New Business: TCA 10-7-401 notes that this Committee is only required to meet twice a year. However, it was agreed that a meeting be set for April 14, 2011 at 5:00 p.m. During that meeting it would be necessary to determine fees, work schedules, and hopefully have secured a location ready to present to Budget Committee and full Commission for approval.

Mayor Humphrey at this time introduced special guest, Jami Awalt, Archivist for the Tennessee State Library and Archives, along with Assistant Archivist Wayne Moore.

Ms. Awalt stated that much work could be done before a location was secured. This would help determine what the needs would be concerning space and what records would be moved to the location. Mr. Wayne Moore stated that the Record Management for County Government manual from CTAS listed guidelines as to what records were permanent and what was the timeline for destroying records. Ms. Awalt noted that as a courtesy they would help to decide if there was a question in what records should be placed in archive or destroyed. Ms. Awalt stated that only the Records Committee could decide if records are to be destroyed and urged that some type of "paper trail" be kept of records that were destroyed.

Mr. Wayne Moore stated that grants and training sessions were available for setting up the archives once a location had been secure. He spoke that a training session was set for the third week of October 2011 and urged that this be attended by some of our group.

Ms. Awalt and Mr. Moore stated that Carter County was full of much history and stressed the need that records be preserved.

Chair, Edrie Bristol recognized that many guest genealogists were in attendance and were interested in helping to set up the archive records and expressed many thanks for their concern.

Motion to adjourn made by Ronnie Trivett, seconded by Scott Sams. By voice vote motion carried.

Respectfully Submitted:

Patsy H. Lewis, Secretary