

RECORDS COMMISSION
NOVEMBER 29, 2010
MINUTES

Members present: Edrie Bristol, Margaret Hougland, Patsy Lewis, Scott Sams, Ronnie Trivett

Members absent: Judge Lynn Brown

Others present: Nancy Brown, Mayor Leon Humphrey, Melissa Moreland, James Proffitt

Mayor Humphrey opened the meeting and welcomed all present thanking them for their willingness to serve on this important Commission affecting County records.

The first order business was to elect a Chair and Vice Chair. Ronnie Trivett nominated Jodi Bristol as Chair and this was seconded by Margaret Hougland. Ms. Bristol was elected by acclamation.

Ronnie Trivett nominated Margaret Hougland as Vice Chair and Scott Sams seconded this. Ms. Hougland was elected by acclamation.

Ms. Bristol reviewed a meeting attended by this committee on November 17th at the Johnson City Public Library. A presentation was given by Jamie Awalt, Archivist for the State of Tennessee.

A copy of Guidelines for 2010-2011 Applications for Direct Grants to Local Government Archives was distributed and discussed. (handout attached) Application must be received in Nashville by January 7, 2011. It was questioned whether this Commission is far enough along to be able to submit an application timely. There would be plenty enough time to get a request in to the Budget Committee for their December meeting.

Discussion turned to space issues inside the courthouse. There is a possibility of the EMA office moving to another location thus freeing their current office which has a vault.

Scott Sams suggested inventorying each office to determine the amount of volume we are talking about.

Patsy Lewis inquired as the cutoff date this commission considers appropriate for archiving? Prior to 1950 with the exception of Register of Deed records that are referred to often? No definite determination at this time. In later discussion it was determined to begin with prior to 1900.

Ms. Bristol stated that ROD records are already on microfilm but this format cannot be view on a PC.

Collection of fees was discussed with no determination made at this time. We can charge up to \$5.00 per record but a fee of \$2.00 was discussed. Collection of fees would fulfill the commitment portion of the grant application guideline. Register of Deeds records would be exempt from this fee because of a resolution passed several years ago.

Ronnie Trivett made a motion to bring before the full Commission for approval to charge a fee up to \$2.00 per record on any permanent record in all county offices with the exception of the Register of Deeds who is except by Tennessee Code. The call for approval of motion resulted with 3 yea votes and 2 exceptions. Motion carried.

Discussion of exceptions on motion: 1) Patsy Lewis stated she felt it is too soon to take this to the Commission for approval. She would like further investigation before 'setting this in stone.' 2) Margaret Hougland feels that we are trying to meet this deadline too aggressively.

It is felt that this commission need clarification of what records would be charged fees. This discussion determined the offices of County Clerk, Circuit Court, and Clerk & Master. It was suggested to have more information before going to full Commission. Another comment was for us to go ahead and charge the fee to build up funds in the line item so that funds are readily available when we are ready to proceed.

Regarding space, it was stated that the Register of Deeds office has sufficient space and the Clerk & Master and County Clerk's offices are out of space. Mayor Humphrey is working on the space issue.

It was suggested to send out a questionnaire to each office to obtain inventory information.

The next grant cycle is November 2011.

Ms. Bristol will prepare a copy of the Records Management Handbook from the CTAS website. She will also prepare a questionnaire for office holders to complete requesting information on which documents need to be archived, what are their space requirements and what is their preferred choice to format documents to be returned in 30 days.

Ms. Bristol reported having been offered a reader/printer donation by Kathy Campbell, CEO with Northeast Community Credit Union.

Ms. Hougland stated she would investigate the possibility of getting interns from ETSU Center for Appalachian Study – Museums to assist with the archiving process.

The charge of this Commission is to insure backup of County Records and insuring adequate space, inventory and obtain funding to achieve these actions.

Ms. Bristol suggested a visit to other counties that are already in the process of archiving their records. Ronnie Trivett made a motion for the Commission to visit Hawkins and Grainger Counties.

Recap of Meeting:

- 1) Go to full Commission to request a \$2.00 fee on all records with a start date of January 1, 2011
- 2) Implement Inventory
- 3) Prepare and distribute survey questionnaire to county offices

It was suggested to set up sub-committees to work on 1) space issues 2) financial issues

There being no further business the meeting adjourned.

Respectfully submitted:

Diane Eggers, Recording Secretary