

Minutes for the Meeting of the Records Committee

Meeting was called to order at 5:00 pm on April 22, 2021 by Chairman Jarrod Ellis.

A quorum was present--Honorable Judge Stacy Street, Register of Deeds Jarrod Ellis, Lisa Germaine, Ginger Holdren, Mayor Patty Woodby, and Patsy Lewis.

Visitors present were Teresa Treadway, Abby Frye, Commissioner Austin Jaynes, State Assitant Archivist Jamie Awalt, Ann, and Vivian Carr.

Meeting was immediately turned over to Jamie from the State's office. She joined us interactively via Zoom. She cautioned that when in doubt about discarding a document, it is best to err on the side of caution and keep everything. She did warn, however that keeping too much becomes overwhelming. Even if something is considered "temporary," that can mean 50 years. Everything in the Register of Deeds Office is permanent. The County Clerk's Office is a combination of temporary and permanent. She reminded us that the minimum number of times the Records Committee meets per year is two and asked us to set a schedule in advance. The state office is our partner but also our guiding authority. We should start with inventory and stay in touch with CTAS as well as the state's office--CTAS has the record retention schedule and the state will review disposals. Local legal counsel is also necessary. We need to develop procedures for physical disposal (shredding, etc). Jamie suggested that we set record requests to go through the county archives so the county office holders do not have their day disrupted with these requests. She clarified that we had the right to buy storage shelves and shared that the state takes a liberal stance on what buildings we buy/renovate.

At 5:32 pm, Jamie Awalt left our meeting.

Motion was made by Commissioner Holdren to approve the agenda, seconded by Judge Street. Motion passed unanimously.

Approval of last month's minutes was deferred until a later date.

There were no public comments.

The committee then entered into a discussion about the legal composition of the Records Committee. It is to be composed of 6 members--one commissioner, one judge, County Genealogist, Register of Deeds, County Historian, and the County Clerk (or designee). Commissioner Jaynes volunteered to come off the committee to bring the number of commissioners down to one. Teresa Treadway is the County Genealogist and Lisa Germaine is the County Historian, as appointed by the Mayor. The Records Committee named Lisa Germaine Chairman by acclamation. A new email is to be created for the historian so that it can pass to the next historian; and a new webpage is to be set up for the historian.

A discussion of possible archive location sites then took place including the Whitehead-owned house adjacent to the courthouse and the former Johnson City Press building. It was concluded that the Johnson City Press building on Broad St would not meet our needs since it is only 1600 square feet and we need a minimum of 2800 sq ft.

The committee reviewed an Archives Director Job Description but did not vote on it as the final description.

Judge Street stated that the County Historian may begin the process of organizing documents as long as there is a detailed listing of what is being done.

The meeting was adjourned.