

HAMILTON COUNTY PUBLIC RECORDS COMMISSION

DATE: October 2, 2019

TIME: 8:00 a.m.

PLACE: County Mayor's Conference Room
1st Floor, Courthouse

PRESIDING: Vice Chairman Bill Knowles, followed by Chairman Randy Fairbanks

COMMISSION MEMBERS PRESENT:

Randy Fairbanks, County Commissioner
Marc Gravitt, Register of Deeds
Bill Knowles, County Clerk
Bart McKinney, Director of County Information Technology

GUESTS:

Dana Beltramo, County Attorney's Office
Lee Brouner, Assistant Administrator of Finance
Alan Gaston, Information Technology
Judge Kyle E. Hedrick
Albert Kiser, Administrator of Finance
Vonda Patrick, Director of Financial Management
Jenneth Randall, County Auditor
Rheubin Taylor, County Attorney
Brooke Weaver, County Clerk's Office
Ray Wilson, Records Management
Shelia Cannon, Finance

The meeting was called to order at 8:02 a.m. by Vice Chairman Bill Knowles

ELECTION OF OFFICERS

Vice Chairman Knowles took nominations for Chairman. Bart McKinney nominated Commissioner Randy Fairbanks for the position. A vote was held and it was unanimous. At this point, Vice Chairman Knowles turned the meeting over to Chairman Fairbanks.

Chairman Fairbanks took nominations for Vice Chairman. Albert Kiser nominated Bill Knowles as Vice Chairman and Bill Knowles nominated Bart McKinney as Vice Chair. Mr. Knowles then withdrew his name and with no other nominations, a vote was held and it was unanimous.

Chairman Fairbanks took nominations for Secretary. Bill Knowles nominated Shelia Cannon as Secretary. No other nominations were made. A vote was held and it was unanimous.

OLD BUSINESS

Chairman Fairbanks presented the minutes of the last meeting and asked that they be approved. A motion to approve was made by Bart McKinney and seconded by Marc Gravitt. The vote to approve the minutes was unanimous.

Mr. Ray Wilson, Records Management, stated that since the last meeting, 21,980 lbs. of records have been destroyed at Chattanooga Recycling.

NEW BUSINESS

Requests for records destruction were submitted from Ambulance Billing, Accounting Department, Department of Education, Election Commission, Health Department (Accounts & Budgets and Medical Records), Register of Deeds, Sheriff and Telecommunications Department. Mr. Ray Wilson stated that departments are sent a list of records set for destruction, and they have ninety (90) days to stop the destruction of their records if necessary. Records are destroyed by Chattanooga Recycling. A date is scheduled when just County records are destroyed and Chattanooga Recycling pays the County for the paper. The process is photographed and on file in the Records Management Office. The State allows for some permanent records to be microfilmed and then the paper copies can be destroyed. A motion to destroy the records was made by Marc Gravitt and seconded by Bart McKinney. The vote to destroy the records was unanimous.

Dana Beltramo, with the County Attorney's Office, brought a resolution seeking the Commission's permission to destroy public record requests and responses after 30 days. The County Attorney's Office has researched the matter and can find no statute that states how long these have to be retained. Dana stated that 98% of the requests are in the form of emails. A motion to approve the resolution was made by Marc Gravitt and seconded by Bart McKinney. The vote to approve the resolution was unanimous.

OTHER BUSINESS

The next meeting will be held in six months. Lee Brouner will send out an email prior to the next meeting.

There being no further business, the meeting was adjourned by Chairman Fairbanks.