

MINUTES
Metropolitan Public Records Commission Meeting
Tuesday, December 13, 2022

Persons in Attendance: County Historian Dr. Carole Bucy, Genealogist Sue Cooper, Judge Steve Dozier (Chair), Chief Information Officer Keith Durbin (Vice Chair), Council Member Tonya Hancock, County Clerk Brenda Wynn

Staff: Legal Counsel Terri Costonis, Metropolitan Clerk Austin Kyle, Metro Records Center Manager Mark Herring

Call to Order

The meeting was called to order at 12:14 p.m., and the roll was called.

Approval of Minutes of May 25, 2022: The minutes of the May 25, 2022 meeting of the Public Records Commission were approved unanimously by the voting members of the Commission.

Discussion of Metro Internal Audit Report regarding the Metro Public Records Request process:

Mr. Bill Walker from Metro Internal Audit provided an overview of the audit report that examined the public records request process. Mr. Walker highlighted the decentralized governance in which Metro manages public records requests, due to many departments opting out of the more centralized request process coordinated by the Metropolitan Clerk's office and instead choosing to maintain their own policies and procedures. After some discussion regarding which departments were included in the adopted policy of the Metropolitan Clerk's office, Mr. Durbin moved to request an amended audit report to clarify the recommendations of the report would apply to the departments within the purview of the Metropolitan Clerk's office, which motion was seconded by Dr. Bucy and approved by a voice vote of the Commission.

Chair Dozier requested that the Metropolitan Clerk provide a list of the department custodians that are within the purview of the Clerk's office as well as the policies adopted by the departments outside of that purview.

Mr. Durbin moved to request that the Clerk provide a proposed update to the Public Records Request Policy that would include a mechanism to annually review the department custodians and insure compliance, which motion was seconded by Dr. Bucy and approved by a voice vote of the Commission.

Mr. Walker explained that one of the recommendations of the report was to have training provided for public records custodians and coordinators on an annual basis.

Mr. Durbin moved to establish a subcommittee of the Public Records Commission to review and implement a Public Records Request training, which motion was seconded by Ms. Wynn and approved by a voice vote of the Commission. Chair Dozier assigned Mr. Durbin and Ms. Wynn to the newly formed subcommittee.

Adjournment

Dr. Bucy made a motion to adjourn which was properly seconded at 1:05 p.m.