**Public Records Commission**  
**Meeting Agenda**  
**Date:** July 10, 2025  
**Time:** 4:00 PM  
**Location:** Historic Courtroom, Haywood County Courthouse  
**Recorder:** Mary Priddy (in the absence of Secretary Terry Thornton)

**I. Call to Order**

* Meeting called to order by Chairman Linda Hayes
* Quorum not met; no official actions taken

**II. Roll Call**

* Present:
  + Chairman Linda Hayes
  + Mary Priddy
  + Duke Williams

**III. Public Comments**

* No public comments received

**IV. Discussion Items**

**A. Haywood County Archives Exterior Sign**

* Discussion on placement of new exterior signage
* Sign to be created by Chris Morey of Ferocious Graphix Inc.

**B. Archive Packing and Relocation**

* Packing of archive materials from the current facility discussed
* Proposal for Rachel Conrad to oversee inmate assistance with supervision by Chairman Linda Hayes
* Haywood Moving Company selected to assist with packing, based on their submitted quote

**C. Archive Shelving**

* Shelving materials and sizing reviewed
* Duke Williams to lead on material selection and specifications

**V. Additional Notes**

* Due to lack of quorum, Chairman Linda Hayes will call a **special meeting** to address sensitive and time-sensitive issues