

Public Records Commission  
August 7, 2025

1) The Public Records Commission met Thursday August 7, 2025 at the new archives building at College Hill. Those present were Linda Hayes, Terry Thornton, Kathryn Horn, Michael Mansfield, and Duke Williams. A quorum was not met.

2) No public comments

3) No vote to approve minutes

4) Old Business

- Chancellor Mansfield will report on the Rules of Order later.
- There will be a work day at the County Farm Archives storage with Kimberly Wires and Sarah Baxter on how to use the retention schedule.
- The renovation to the former Field House is moving along. The kitchen needs to be finished and a pipe on the back right wall capped. The inmates will wash the windows and Tommy will convert all lights to LED before the move begins. The estimate for the new bulbs is \$400.00. We have \$18,821.00 of the \$25,000.00 remaining of the County Budget allocation left after painting. Chancellor Mansfield asked if the ceiling tile could be replaced. Duke Williams estimated \$2500.00 for new tiles. Chairman Hayes will check with John and Rachel.
- Group Photo —Delayed until more members present
- Website—We will wait until moved to set up the website.
- Donation Form— The form will be finalized after we hear from Sarah Levy with recommendations.
- Mary Priddy will update the website to: haywoodarchives@haywoodtn.gov The cost will be \$60.00 per year. Linda Hayes met with Mayor Livingston who said go ahead and get the address.
- Kimberly Wires of The TN State Library and Archives has been advising Linda on the \$10,000.00 Archive Development Grant.

5) New Business

- County Commissioner Sharon Hayes has resigned her position on the PRC board.

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- Mayor Livingston has not appointed her replacement. It is required that a County Commissioner be on the PRC.
- Mayor Livingston has said to go ahead and purchase a phone for the Archives.
- Mayor Livingston has approved the Archive sign designed by Chris Morey.
- Becky McBride will begin packing the archives on Saturday morning.
- Shelving will be ordered after we know we have received the \$10,000.00 grant. The application is due Next Friday. Linda will mail by Wednesday.
- Rachael and the inmates will begin labeling boxes at the County Farm on Monday.

### 6) Other Business

- Linda took a class from archivist Mark Lowe of KY - TN Research Associates. He may find someone to mentor the PRC.

7) Our September meeting will be September 4, 2025.

Meeting Adjourned

Respectfully Submitted,

Terry Thornton