

PUBLIC RECORDS COMMISSION
OCTOBER 16, 2025

The Public Records Commission met Thursday October 16, 2025 at the new Archives location.

Those present were Linda Hayes, Mary Priddy, Kathryn Horn, Duke Williams, Periann Houghton, and Terry Thornton.

- 1) The meeting was called to order by Chairman Linda Hayes. A quorum was determined. Kathryn Horn made a motion to accept the agenda as amended. The motion was seconded by Mary Priddy and passed.
- 2) There were no public comments.
- 3) A motion to approve the minutes as emailed was made by Mary Priddy and seconded by Kathryn Horn. The motion passed.
- 4) Old Business:
 - Linda presented the Rules of Order for the PRC which were proposed by Chancellor Michael Mansfield. Copies were distributed. Duke Williams made a motion to accept the Rules as submitted. Mary Priddy seconded and the motion passed.
 - Renovations update: County employee, Adis, replaced the damaged ceiling tiles and they look much better. This was done at no cost to the Archives budget. Amber is to come to clean the Archives on Monday and will plan to clean once monthly in the future. It was noted that spiders have been seen in the building. Mary Priddy will check on which pest control company is used by the county.
 - The PRC group photo is on hold.
 - The new website will be completed after the archives have been moved.
 - Our open house will be scheduled after completing the archives.
 - Linda was notified by Kimberly, State Archivist, that the contract for the TSLA Grant is on the way. Linda received the contract but the county did not receive a copy. Linda sent the contract to Budget Director, John Purifoy. He will get it signed and returned to them.

PUBLIC RECORDS COMMISSION
OCTOBER 16, 2025

Periann Houghton asked if the County Commission needed to approve it. Duke inquired about who would assemble the shelves, which have been delivered. Rae Rae and the inmates may do the job.

- The second grant that Linda wrote, the TN250 Grant, will also be used for shelving and for miscellaneous supplies. Linda reported that the grant should be announced on October 30, 2025. It was for approximately \$18,550.00.
- The new signage is in place. We may design a rock garden around the base of the larger one in the grass for easier maintenance.
- The RDAs were sent to be approved by TSLA. The one that was sent in for records from the Registrar of Deeds has been approved and the records will be destroyed as soon as the shredder at the Land Fill is inspected. Kimberly offered a suggestion on a new step for filling out RDAs in the future.
- Moving day will hopefully be October 30, 2025 - November 15, 2025 or at least before Thanksgiving. Rachel and the inmates have moved the sorted boxes from the second room to the first room to await proper destruction authorization. The boxes still in the second room need to be examined.
- Linda continues doing an excellent job of the "Activity at the Archives" newspaper article.

5) New Business:

- Periann Houghton was welcomed as our new PRC member representing the County Commission.
- Treasurer Mary Priddy presented the financial Report showing an available balance of \$15,163.10 remaining in the Operating Budget, and \$4777.04 remaining in the county Capital Budget. A motion to accept the financial report was made by Terry Thornton and seconded by Duke Williams. The motion passed.
- Mary Priddy reported that she attended the public Records and Open Meeting Training. Mary reported on Peter Maher's lawsuit stating that his attorney will review 3 years of Mayor Livingston's emails. The mayor agreed to the email for the County Archives but not for Public Records Commissioners. Linda Hayes needs a county email as other county department heads have one.

PUBLIC RECORDS COMMISSION
OCTOBER 16, 2025

- There will be a TSLA webinar on the Records Disposal Authority Form. It is recommended for PRC members to watch.
- The possibility of a management and records fee for filing documents will be discussed again in November.
- There is a possibility for applying for a grant from Southwest Electric round up fees.

6) Other Business:

- Linda contacted Danny Coulston and Clinton Neal about options for new windows for the Archives.

7) Our next meeting is scheduled for Nov. 20, 2025.

- Mary moved that the meeting adjourn and Duke seconded. The motion passed.

Respectfully Submitted;

Terry Thornton, Secretary