

PUBLIC RECORDS COMMISSION, APRIL 16, 2026

- 1). The Public Records Commission met Thursday April 16, 2026 at the College Hill Archives. Those present were Linda Hayes, Katherine Horn, Mary Priddy, and Terry Thornton. The meeting was called to order by chairman, Linda Hayes. A quorum was determined. Katherine made a motion to accept the agenda as presented. Mary seconded and the motion passed.
- 2). There were no public comments.
- 3). Linda moved that the minutes from March be approved as presented by email. Mary seconded and the motion passed.
- 4). The Financial Report was presented by Treasurer, Mary Priddy. The Grant received (\$18, 140.00) covered the overage of \$6640.92 from last month leaving The Capital Account with an available balance of \$11,499.08. The Operating Account has a balance of \$14,173.64.
- 5). Linda reported for Duke Williams that Duke and Mary Margaret Lonon attended a ~~CTask~~ CTAS meeting about the Retention Schedule. Duke was referred to the city Fire Chief for recommendations on fire needs for the Archives. At present there is no insurance on the actual archives documents etc. and a separate policy for the records is needed. The insurance is being updated.
- 6). Mary distributed a quote from Joe Haggard, Haywood County tech support, with options of equipment, computers and programs needed for the Archives. It was determined that a standard Adobe Multifunction Printer will serve our needs. Katherine made a motion to order the computer system as quoted by Joe Haggard for \$3438.00 which includes the computer, an ABBYY Fine Reader standard annual subscription for \$79.00, an annual subscription of Adobe Acrobat Standard for teams, Microsoft Office 2024, a monitor, keyboard and mouse. The motion was seconded by Mary and passed. The order will be shipped to Mary's office at the Courthouse and installed after insurance is obtained. This cost will come out of the Operating Budget.
- 7). Linda reported that she received a letter from Nancy Cates, Senior Citizens Center, from her board approving the replacement of all the windows in our shared building. The PRC will be responsible for selecting the appropriate windows for both areas. This was approved by County Mayor Livingston. The mayor also stated that he would sign the required documents and the County would contribute to the cost of the windows. Linda met with April Cooper, chair of the Brownsville Historical Commission, to discuss the windows. She will present our proposal to the Zoning Commission to obtain a Certificate of Appropriateness in May. Linda has photos of the other College Hill replacement windows and will get pictures from Clinton Neal of windows being considered. Reasons for replacing the windows include security, UV protection for documents, and proper control of the temperature and humidity in the Archives.

Linda has contacted Kelsey Schweitzer, County Government Consultant, concerning the criminal evidence discovered with the archives at the County Farm. The Sheriff Department was contacted immediately after discovering the evidence and Linda has contacted the Chief Deputy who referred her to MaryMargaret Lonon. Ms. Lonon will meet Thursday to look at the findings. She indicated that once all appeals had expired, the evidence could be destroyed. Kelsey was also consulted about the trunk that contains old County Criminal Court Records. She will get an official opinion stating statutes or laws pertaining to the files. Linda will take the Opinion to Sarah Levy for consideration.

There has been no response from the Local Government Committee.

Linda reported that the Archive Logo has been approved and it can now be used as needed. Linda reported that the final order has been given to Gaylord for miscellaneous supplies. The cost will be covered from the TN 250 grant of \$18140.00. An order has been placed to Uline for additional shelving and liners. This will also be covered by the TN 250 grant for a total of \$15, 944.50.

8). Volunteers: Rod Currie from the men's luncheon at the Presbyterian Church has indicated that he might have some volunteers. There will need to be a Retention Schedule training for new volunteers. Linda will talk to John Ashworth with Dunbar- Carver. Mary made a motion for Terry to seek volunteers from the DAR. Katherine seconded and the motion passed. Terry will talk to the DAR and to previous volunteer Elizabeth Rosa. Steve Smith was mentioned as a volunteer.

9). Budget: John Purifoy created a 2026-2027 budget worksheet which was distributed. Terry made a motion to accept the budget as presented. Linda seconded and the motion passed. It will be presented to the Budget Committee on May 11 and then to the County Commission.

Sheronda Green suggested that the Document Fee should be presented again. Chancellor Michael Mansfield's previous statements had a positive effect. Michael could present it this time. Terry made a motion that the Document Fee Resolution be presented again. Linda seconded. The motion passed.

10). Our next meeting will be May 21, 2026.

11). A motion to adjourn was made by Terry and seconded by Katherine. The meeting adjourned.

Respectfully Submitted,

Terry Thornton, Secretary