

# RECORDS COMMISSION

APRIL 14, 2011

## MINUTES

**Members Present:** Edrie Bristol, Ronnie Trivett, Scott Sams and Patsy Lewis

**Members Absent:** Margaret Hougland, Lynn Brown.

**Others Present:** Sue Oliver, Ann Carr, Jaunita Miller, Melissa Moreland, and Leon Humphrey

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Edrie Bristol, Chair called meeting to order at 5:00 p.m. Copies of the March 8, 2011 meeting were passed out. On motion by Ronnie Trivett, seconded by Scott Sams minutes were approved as printed.

**Unfinished Business:** It was noted that a Historian had not yet been appointed. Scott Sams said he had spoken with Grant Hardin, a local historian at Sycamore Shoals Park about the position and he was not interested. However, Mr. Hardin recommended Jason Davis. No action was taken at this time to appoint a Historian.

Concerning space for the archives, Mayor Humphrey noted that he had spoke with Mark Rodgers about modification of the upper floors of the old jail. However the plans were not available at this time. It was further discussed as to space and cost to set up the archives.

Edrie Bristol at this time presented the report of documents processed the past year by each office as follows:

Circuit Court	10,127
Chancery Court	481
Co. Clerk	<u>1,363</u>
TOTAL	11,971

Mrs. Bristol noted that if fees stayed at the original recommendation of \$ 2.00 per document the total collections would be \$ 23,942. for the year. If the fee were moved up to the maximum of \$ 5.00 the collections would be \$ 59,855.

Mrs. Bristol spoke concerning the inventory reports that it was still kind of "up in the air". She had spoken with John Paul Mathis and he did not have much of anything, however later he stated that he had the third floor full. Concerning the County Clerk's

Office, Mrs. Bristol stated that she thought County Clerk, Mary Gouge was also still kind of "up in the air" concerning this.

Mrs. Bristol said that space needed was comparable to that of Hawkins County of about 2400 plus square feet. Mayor Humphrey noted that we would have to determine what years would be placed into archive. Ronnie Trivett noted that records in the County Clerk office had been microfilmed and boxed up to 1950 and also in the Register of Deeds office, but not in the Clerk & Master's Office.

Mrs. Bristol showed a document from the Clerk & Master's Office. These would need to be unfolded, cleaned and pressed before being placed in archive files. It was noted by Mayor Humphrey that this would be a long drawn out process but once the space becomes available the oldest records would be brought out first.

It was noted by Ronnie Trivett that some of the office holders did not want to place any records in the archives. Mrs. Bristol noted that she believes the big reason is because it's new, and they are unsure and once it is proven to them (the office holders) that the records are safe (they would want to place the records there).

Mayor Humphrey noted that once the location is secure and staff trained, the records would be just as safe as if in their office.

Scott Sams stated that the other counties had documents in archive 1950 and back and he thought that was what we should do also.

Sue Oliver, from the floor, spoke that she thought it was awesome to be able to go back where your ancestors were and look at records to discover information on your ancestors.

Ronnie Trivett spoke concerning the cost and was concerned about the budget. He spoke concerning the fees charged for the archive.

Mayor Humphrey noted that Washington County fees were being set at \$ 5.00 and why would we not follow, as that would bring in about \$ 59,000 a year.

Chair, Edrie Bristol noted that in the first meeting the committee voted to set fee at \$ 2.00 per document once passed in County Commission. Ronnie Trivett noted that \$ 2.00 fee would bring in \$ 23,000 enough to get the process started. Mayor Humphrey asked if an archivist could be hired at that fee along with the necessary supplies. It was also noted that grants would be available along with several volunteers to help with the process.

Chair, Edrie Bristol stated that it was her belief that the fees began to be collected and then think about hiring of an archivist.

Noting that the fees request had not yet been approved by County Commission, motion to amend the original motion made during the November 29, 2010 meeting to change the

fee charge to \$ 5.00 per file/case/document (a one time fee) beginning July 1, 2011 made by Ronnie Trivett. Seconded by Scott Sams.

Discussion:

Patsy Lewis spoke concerning the change to the \$ 5.00 fee. She noted that she was not against the archives, however she noted that the raise in taxes was "going to happen" and any additional fees would cause people to be "jumping up and down" and she was unsure if now is the time for this amount of fee.

Mayor Humphrey noted that surrounding counties was setting this amount. Scott Sams stated that he thought that we should charge the maximum fee to begin with and when funds are built up they could possibly be reduced. This would match fees being charged in adjoining counties.

Edrie Bristol, call for a vote on the amendment. By majority voice vote motion carried. It is noted that Patsy Lewis, voted "no". Due to the fact that Edrie Bristol will not be attending Monday night April 25<sup>th</sup> meeting, Mayor Humphrey stated that he would present this before the full commission along with Ronnie Trivett assisting.

Patsy Lewis, asked if this would be a Resolution stating on what the fees would be collected. Mayor Humphrey stated that he would pull what he has in the files and see if he can get this together to present otherwise it will not be presented until the May 2011 Commission meeting. Patsy Lewis stated that she believed that this resolution would need to be in detail concerning what the fee would be placed on.

Edrie Bristol, Chair noted that it was necessary to set two meetings during the same time each year as the biggest responsibly of the Record Commission is to allow the county officials to come before the commission when they have something that they want to destroy as allowed by law. She noted that before an official can destroy documents they are suppose to come before the commission to obtain permission to do so.

On motion by Scott Sams, seconded by Ronnie Trivett to set the second Thursday of January and July of each year as a standard date for Records Commission meetings. If the need arises for an additional meeting they could be called for. By majority voice vote motion carried.

Ann Carr under public comments stated that she would be willing to volunteer in any way needed to get this started.

Motion to adjourn made by Ronnie Trivett, seconded by Scott Sams. By majority voice vote meeting adjourned.

Submitted by,  
Patsy H. Lewis, Secretary

FILED

4-25, 2011

MARY GOUGE  
COUNTY CLERK

76 D.C.