

PUBLIC RECORDS COMMITTEE MEETING MINUTES  
MARCH 11 2025

The Public Records Committee held a meeting on Tuesday, March 11, 2025, at 1:00pm in the Coffee County Archives Room. The meeting was called to order by Chairman Donna Toney. Present were the following members:

Lori Amos, Genealogist & Secretary  
Joe Mike Hodge, Commissioner  
Larry McIntosh, Historian  
Donna Toney, Chairman, Register of Deeds

The minutes from the previous meeting on December 3, 2024, were reviewed, and a motion was made by Joe Mike Hodge and seconded by Larry McIntosh to accept and approve the Minutes.

The Archive Room was viewed and discussed on Storage Space and Records Incoming.

Chairman Toney, discussed reaching out to the State Archives Development Program for assistance in training and direction on our County Archive Department.

Handouts on State Archive Program, Grants for Local Archives, Proper Storage Conditions, Records Centers, legal issues and Establishing Archives were reviewed and discussed and agreed a meeting with the State Archives Program Directors would be the most beneficial at this current time to help get everyone advised on steps to go forward upon Mrs Phillips retiring in the future. Also was discussed about touring the current storage sites of records in our county to get a status of the locations.

Chairman Toney advised she had delivered by email the CTAS information links to all Officials of the County and to Mayor Hunt, for his departments, on Record Retention and Destruction.

It was agreed the next meeting would be determined upon scheduling the State Archives a Meeting here.

The meeting was adjourned by Chairman Toney and seconded by Lori Amos, Secretary.

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_ Approved By: \_\_\_\_\_ Date: \_\_\_\_\_