



STATE OF TENNESSEE
DEPARTMENT OF GENERAL SERVICES

STEVEN G. CATES
COMMISSIONER

BILL HASLAM
GOVERNOR

MEMORANDUM

TO: The Honorable Tre Hargett, Secretary of State
The Honorable Justin Wilson, Comptroller of the Treasury
The Honorable David Lillard, State Treasurer
Joseph Barnes, Director, Legal Services
Ann Toplovich, Tennessee Historical Society

FROM: Steven G. Cates, Secretary *SGC*
Public Records Commission

DATE: May 25, 2011

SUBJECT: Public Records Commission Meeting

A Public Records Commission Meeting is scheduled for Friday, May 27, 2011, from 8:00 – 9:00 AM Central Daylight Time. The meeting will take place in the Governor's Executive Conference Room, "G" Floor, State Capitol Building.

An agenda for this meeting is attached. I look forward to meeting with you.

SGC/ecc

Attachment

cc: Mona Hart, Office of Secretary of State
Cody York, Office of Secretary of State
Faye Weaver, Office of Comptroller of the Treasury
Janice Cunningham, Office of the Treasury
Roger Hamby, Attorney General
Tim Townsend, Administrator of the Courts
Elizabeth Sykes, Administrator of the Courts
Mike Catalano, Supreme Court
Tommy Chester, Deputy Commissioner, Department of General Services
Elizabeth Crawford, Consultant, Department of General Services
Charles Sherrill, State Library & Archives

PUBLIC RECORDS COMMISSON MEETING

**Friday, May 27, 2011
8:00 AM – 9:00 AM CDT**

**Governor's Executive Conference Room
"G" Floor, State Capitol Building**

AGENDA

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| I. | Welcome | Tre Hargett |
| II. | Approval of March 23, 2011 PRC Meeting Minutes | Tre Hargett |
| III. | Records Management Update | |
| IV. | Electronic Records Subcommittee Update | |
| V. | Adjournment | Tre Hargett |