

ADRIAN P WOODS,
PRESIDENT

MAY 2008

L I V E W I R E

2008

NEWSLETTER NEWS

HELLO ALL! I'M ERICHKA SHADBURN AND I WILL ASSIST IN THE PUBLICATION
OF THE GRA NEWSLETTER. I AM SEEKING NOTE WORTHY

INFORMATION, IDEAS AND SUGGESTIONS.

I LOOK FORWARD TO WORKING WITH EACH OF YOU AND I COUNT IT A
PRIVILEGE TO BE HERE.

DO NOT HESITATE TO CONTACT ME !

ERICHKA SHADBAURN

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Former President's Message

Serving as the GRA President has been a tremendously enriching experience. When I assumed responsibility for the position I was in the process of searching for a home and working towards an MBA, so it has been a challenging eighteen months full of change. As a result, I've pressed beyond personal and professional boundaries.

It has been a pleasure to serve with such a supportive and passionately dedicated team of Directors. In addition to continuing to present informative conferences, my tenure on the Board has seen the implementation of changes that promise to improve the organization through membership involvement.

The first of these changes was the implementation of committees. The establishment of the Education, Conference, and Nominating Committees encourages members to become involved. The committees offer a means for the infusion of new ideas and creativity in the planning of conferences and development of the organization. I look forward to seeing the effectiveness of committees grow as member participation increases.

The second change is the successful completion of our first election. Congratulations to our newly elected Board members! With the addition of new members, the 2008 GRA Board of Directors are: Adrian Woods, President; Jody Jones, Vice President; Anne Barnard - Secretary; Judy Weaver - Treasurer; Cecil Banks, Director; Tishangi Bennett, Director; Debra Harrington, Director; Linda Johnson, Director; and Anita Mitchell, Director.

Thanks to the diligence of the Nominating Committee, chaired by Faye Thompson, the recent elections went smoothly. With the assistance of Jamie Karol, Mark Hill, and Patricia White, deadlines were met and kinks were worked out. The process was a source of excitement and anticipation for me.

The change in the Board member selection process is significant because it requires the involvement of GRA's membership. Now, the Board of Directors will reflect the active membership - *active membership* being the key phrase. It is more critical now than ever as the GRA's membership grows in number and diversity that each participant's voice be heard (yeah, this is a shameless plug to increase membership). In order for the GRA to continue to provide opportunities for professional growth, development, and networking that suit each group's needs, every voice must be heard. The only effective way to influence the future of the organization is to become a member of the GRA and gain the privilege to select its Board members or to serve on the Board of Directors or one of its committees.

I look forward to the challenges of the next two years serving the GRA on the Board of Directors.

Thank you for the opportunity to continue to serve.



The Next Level!

Let me take a moment to express my sincere thanks for voting me into this new position as the President of Georgia Records Association.

It's good to know that I am the "People's Choice" For the passed 14 years I've been fortunate to work for Supreme Court of the State of Georgia. Since being appointed to Records Manager in 2001, I've been involved in coming to some, if not all conferences given by GRA. Like most of you, I can honestly say that I look forward to the GRA conferences every year. Information on everything from the Open Records Act of Effective Leadership, as well as networking with others from different State Agencies, and some great friends are just a few of the things I've gained from these conference's over the years.

My goal during my tenure as GRA President would be to see our annual conferences go to the next level, which would emphasize classes on electronic-filing or e-filing as it is affectionately called .

Welcome the GRA's new board members: Tishangi Bennett of Fulton County School and Anita K. Mitchell of Savannah/Chatham County Public Schools. To all the active executive board members (Jody, Cecil, Linda, Judy, Anne and Debbie) and our UGA liaison Judy Wilson thanks for all the help you've given me since January 1, 2008.

To date we have 124 participants in our certificate program. By spring conference 2009 there will be some changes made to our certificate program. Our certificate program is going strong and the spring and fall conference will be as awesome as ever.

Welcome To The Next Level!



President

Adrian P. Woods
Supreme Court of
Georgia

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December 31, 2009



SPRING CONFERENCE

Georgia Records Association Spring Conference 2008

Course/ Session Topics:

- ◆ *Active Records Management*
- ◆ *Time Management*
- ◆ *Working With IT to Enhance Your Records Management Program*
- ◆ *Governmental Budgeting*
- ◆ *Imaging and Electronic Records*
- ◆ *Management Business Continuity Planning*
- ◆ *Working With you is Killing me (Conflict Management)*
- ◆ *Effective Leadership*

SEAPALMS
Resort and Conference Center



FALL CONFERENCE

Georgia Records Association Fall Conference 2008

December 2-5, 2008



**FOR MORE DETAILS CONTINUE TO CHECK THE WEBSITE
AT WWW.GEORGIARECORDS.ORG**

**Have you registered
for the conference
yet? There is still
time...**

**You are sure to have a
wonderful time in a
beautiful location
while learning so much
to help you in your
work.**

**Contact 1-800-841-
6268 for reservations.
Go to the GRA website
to get the registration
form.**

**Enroll Today!
Record Management
Professional Certificate
Program**

**Are you a
GRA
Member?**

Georgia Records Association**Called Meeting****February 21, 2008****University of Georgia**

President Adrian Woods called the meeting to order at 11:00 a.m. Attendees Director of Governmental Training, Education, and Development for Carl Vinson Institute of Government James Stephens, UGA Liaison Judy Wilson, Vice President Jody Jones, Treasurer Judy Weaver, Secretary Anne Barnard and Board Members Debbie Harrington and Linda Johnson.

The meeting was called to meet Mr. Stephens and discuss our GRA curriculum and

possible changes to the curriculum. GRA program started in 2003. At that time, we were told our courses could be three hour courses. Three hour courses fit our schedule and conference layout. When we were told our conference format should be a six hour layout. UGA's Carl Vinson Institute of Government certificate program is built on a six hour course schedule. Mr. Stephens explained three hour courses do not have the



depth that a six hour course has, and cost wise, it cost as much money to have a three hour course as a six hour course. He added all UGA CVIOG certificate courses were built with six hours in mind. UGA's continuing education data base, C2K, is set up to manage six hour courses. He said there is a difference—conference formatting is three hours, certificate formatting is six hours. GRA was set up in a conference format; however since we have a certificate program

we need to come into compliance and lengthen our courses to six hours.

We would like to continue with UGA's certificate program; graduates are proud of Carl Vinson Institute's certificate programs; they are quality programs and have a certain amount of prestige that goes along with them. Suggestions on how to get our program into compliance:

We could expand a three hour program into six hours or have two, three hour classes. We could set up partial conference for certificate members only and have rest of conference for non certificate members, i.e., separate certificate program from the rest of the program. But, it was agreed that we should focus on the certificate program and its members, since that is really where our strength is. It was also noted that we might lose

some members that don't see the necessity of taking six hour courses. Transition period: In order to revamp the program and put it on an hourly basis, we need to do this by the end of 2008. We will have to restructure the program. Right now there are 124 participants in the certificate program. We are working on the fourth class of graduates this spring conference.

The Education Committee will revamp the program. Our goal is by the end of this year (2008) the program will be totally re-worked into a six hour program. The new program will be in place for the June 16, 2009 conference..

Visit us on the web at www.georgiarecords.org

ADRIAN P WOODS, PRESIDENT

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*A Quarterly
Publication
of the Georgia
Records Association*

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Members are encouraged to submit articles, photographs, and other materials of interest by sending them to Erichka Shadburn at Erichka.shadburn@johnscreekga.gov

Calling all GRA members

The City of Savannah is start to address their permanent retention for electronic records and they're interested in talking with anyone working in local government who is actively tackling their permanent electronic records. I would also like to speak with those currently using Microsoft SharePoint. If this applies to you, please contact lspracher@savannahga.gov or (912) 651-6411.

.Luciana M. Spracher | Library Archivist
City of Savannah | Research Library & Municipal Archives
Phone: (912) 651-6411 | Fax: (912) 233-1992
E-mail: lspracher@savannahga.gov

Georgia Institute of Technology / Office of Human Resources

Seeking information regarding electronic records. My project will actually start with our inactive microfilm/microfiche files and move on to our paper records once this project is complete. I am interested in speaking with anyone has had to tackle their microfilm/microfiche files.

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