

From: [Mariel Louise Fox](#)
To: [Stephen Craig Gay](#)
Cc: [Tamara Elena Livingston](#)
Subject: Fwd: CONSULTATION REQUEST from Steven Dean, Kennesaw Campus
Date: Wednesday, March 15, 2017 4:22:40 PM

Stephen,

Below is the communication thread among Steven Dean, Jeff Milsteen and myself.

I'll await your direction and guidance as to next steps in providing consultation to Steven regarding KSU records, and I will communicate that message to Steven shortly.

Thanks!

Mariel Fox
Director, Records & Information Management
Museums, Archives & Rare Books (MARB)
LB 216 MD 1704
Direct: 470-578-2225
Main: 470-578-6289

----- Forwarded Message -----

From: "Jeff Milsteen" <jmilstee@kennesaw.edu>
To: "Steven Dean" <sdean29@kennesaw.edu>
Cc: "Mariel Fox" <mfox32@kennesaw.edu>
Sent: Friday, March 10, 2017 1:38:30 PM
Subject: Re: CONSULTATION REQUEST from Steven Dean, Kennesaw Campus

Steven,

Mariel forwarded your inquiry to me. I believe there are a number of issues here that will require some additional work. For example, some of the data maintained by the Center is, by contract, property of the Secretary of State. That data would be subject to the Secretary of State's records retention policies and presumably those records should either be returned to the SOS Office or, if appropriate, destroyed at their direction and pursuant to their policies. All other records of the Center would be subject to the retention policies of KSU and Mariel can probably help you with existing retention guidelines. The trick, of course, is to correctly identify and categorize those records.

I was not clear what was being asked with respect to FOIA requests. If the Center receives any open records requests, those should immediately be forwarded to the Legal Division for review. The requests themselves, like all other official records of the university, are subject to our retention guidelines.

I hope this helps. If you have additional questions, please let me know. Thanks.

Jeff Milsteen
Chief Legal Affairs Officer

----- Original Message -----

From: "Mariel Fox" <mfox32@kennesaw.edu>
To: "Jeff Milsteen" <jmilstee@kennesaw.edu>
Sent: Friday, March 10, 2017 9:26:22 AM
Subject: Fwd: CONSULTATION REQUEST from Steven Dean, Kennesaw Campus

Jeff,

This request (see below) for advice came from Steven Dean (sdean29@kennesaw.edu), IT Systems Support at the Center for Election Systems.

I spoke to him on the phone concerning what types of records to keep and how long to keep them, directing him to the State of Georgia retention schedules on the Georgia Archives website.

As to his question about FOIA requests, I said that for KSU open records requests, those are handled by Legal Affairs. But for the Center's records, I did not know. I told him I would forward this question to you.

Please let me know if you have any questions, or if you have any suggestions on how to handle such inquiries in the future.

Thank you!

Mariel Fox
Director, Records & Information Management
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----- Forwarded Message -----

From: stevendean@kennesaw.edu
To: "records2go" <records2go@kennesaw.edu>
Sent: Thursday, March 9, 2017 1:58:52 PM
Subject: CONSULTATION REQUEST from Steven Dean, Kennesaw Campus

Date Available for Consultation: No in-person consultation needed.

REQUESTED BY: Steven Dean Phone# 470-578-2120

Campus: Kennesaw
Department: Center for Election Systems
Office Location: House 3205

Advice requested for:
Myself and my supervisor or manager.

Need advice on:
['Which records do we need to keep?', 'How long do we need to keep records?', 'Do we need to keep both hard copy and digital files?', 'What are our records responsibilities?', 'Topic not listed above. Describe in comments.']

Additional comments:

In writing new policies for data storage for the Center, I'd like to see your written policies for data storage periods as relating to FOIA requests.

Preferred communication method: Email.