

CITY OF MABLETON, GEORGIA

Riverside EpiCenter
135 Riverside Pkwy, Austell, GA 30168
March 13, 2024 @ 5:15PM

The Honorable Michael Owens, Mayor - Present
The Honorable Ron Davis, District 1 Councilmember - Present
The Honorable Dami Oladapo, District 2 Councilmember - Present
The Honorable Keisha Jeffcoat, District 3 Councilmember - Present
The Honorable Patricia Auch, District 4 Councilmember - Present
The Honorable TJ Ferguson, District 5 Councilmember - Present
The Honorable Debora Herndon, District 6 Councilmember - Present

CITY COUNCIL WORK SESSION MINUTES

1. **CALL TO ORDER** Mayor Michael Owens
2. **ROLL CALL** - All of the Mayor and Council were present. Quorum met.
3. **DISCUSSION:**
 - a. *City of Mableton Records Management Policy and Procedures (Susan Hiott)*
City Clerk Hiott presented the proposed policy. Questions and discussion followed.
Direction from Mayor and Council :
 - Clarify the link to the Georgia Archives Local Records Retention Schedules as https://www.georgiaarchives.org/records/local_government/
 - Place reference of National Institute of Standards and Technology NIST SP 800-53 Rev. 5 - Security and Privacy Controls for Information Systems and Organizations.
 - Attorney will review prior to the item being placed on the April 10 agenda.
 - b. *City of Mableton Agenda Management Policy (Susan Hiott)* - City Clerk Hiott presented the proposed policy. Questions and discussion followed. Direction from Mayor and Council:
 - Laptops are to be used during the meetings; only one paper copy for council to share, and one copy for the residents' reference.
 - Encourage electronic records, less paper.
 - The Mayor and Council agreed with the posting of the agenda on Fridays.
 - Attorney will review prior to the item being placed on the April 10 agenda.
4. **EXECUTIVE SESSION (IF NEEDED) FOR: NONE**
Litigation O.C.G.A. 50-14-3 (b)(1)(A)
Real Estate O.C.G.A. 50-14-3 (b)(1)
Personnel O.C.G.A. 50-14-3 (b)(2)
Exemptions O.C.G.A. 50-14-3 (b)(4)&(5)
5. **ADJOURNMENT - Mayor Owens adjourned the meeting at 6:16 p.m.**