

**NOTICE OF MEETING AND AGENDA**

September 16, 2009, 1:30 P.M.  
Indiana Commission on Public Records  
Room E418, Indiana Government Center South

**MEETING OF THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS**

- I. CALL TO ORDER
- II. DATE OF NEXT MEETING (October 21, 2009)
- III. APPROVAL OF MINUTES (August 19, 2009)
- IV. OLD BUSINESS
  - 1. FSSA Request for Waiver from OCPR Policy No. 06-01
  - 2. County/Local General Retention Schedule
  - 3. Department of Child Services, Child Welfare Division Retention Schedule
  - 4. [Dept. of Revenue, Returns Processing Center Retention Schedule](#)
- V. DIRECTOR'S REPORT
- VI. RECORDS RETENTION AND DISPOSITION SCHEDULE(S) (Action Needed)
  - 1. GOVERNOR'S OFFICE..... 08-03-09  
Main Agency Schedule
  - 2. GOVERNOR'S OFFICE.....08-03-09  
Commission on Indiana's Utility Future
  - 3. GOVERNOR'S OFFICE.....08-03-09  
Commission on Youth Employment
  - 4. GOVERNOR'S OFFICE.....08-03-09  
Governor's Residence Commission
  - 5. DEPARTMENT OF ENVIRONMENTAL MANAGEMENT.....08-10-09  
Office of Land Quality
  - 6. DEPARTMENT OF CHILD SERVICES.....08-25-09  
Child Welfare Division
  - 7. PROFESSIONAL LICENSING AGENCY.....08-28-09
  - 8. STATE DEPARTMENT OF HEALTH.....08-31-09  
Division of Public Health Statistics
- VII. NEW BUSINESS
  - 1. Election of Chairman of the Oversight Committee on Public Records
- VIII. MEETING ADJOURNMENT