

**NOTICE OF MEETING AND AGENDA**

September 19, 2012, 1:30 P.M.  
Indiana Commission on Public Records  
Conference Room 10  
Indiana Government Center South-First Floor

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

- I. CALL TO ORDER
- II. DATE OF NEXT MEETING (October 17, 2012)
- III. APPROVAL OF MINUTES (August 15, 2012)
- IV. OLD BUSINESS
  1. Electronic Records Policy #12-01
  2. E-Mail Retention Policy #05-01
- V. DIRECTOR'S REPORT
- VI. RECORDS RETENTION AND DISPOSITION SCHEDULE(S) (Action Needed)
  1. COUNTY/LOCAL GENERAL RETENTION SCHEDULE
  2. DEPARTMENT OF CHILD SERVICES  
Child Welfare
  3. DEPARTMENT OF HEALTH  
Indoor Air
  4. DEPARTMENT OF WORKFORCE DEVELOPMENT  
Agency Wide Schedule
  5. OFFICE OF INSPECTOR GENERAL  
State Ethics Commission
  6. DEPARTMENT OF TOXICOLOGY
- VII. NEW BUSINESS
  1. Fee Schedule for Certified Transcript Copies-Nursing Schools
- VIII. MEETING ADJOURNMENT