

OVERSIGHT COMMITTEE ON PUBLIC RECORDS  
Regular Meeting April 19, 2006

06-04-19-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, April 19, 2006. The meeting was called to order by Chairperson Liz Keele, Designee for Todd Rokita, Secretary of State, at 1:30 p.m. in E418, Indiana Government Center South. Members present constituting a quorum: Pam Bennett, Director, Indiana Historical Bureau; Roberta Brooker, Interim Director, Indiana State Library; Jim Corridan, Director & State Archivist, Indiana Commission on Public Records; Chris Cotterill, Designee for Karl Browning, Director, Indiana Office of Technology; Karen Davis, Public Access Counselor; John Jacob, Designee for Bruce Hartman, State Examiner, State Board of Accounts; Anita Samuel, Governor's Office; Nancy Turner, lay member. Absent: Kevin Ober, Designee for Earl A. Goode, Commissioner, Department of Administration. Commission staff in attendance: Larry Hummel and Amy Robinson, Records Management; and Beverly Stiers, County and Local Records Management. Guests in attendance: Steven Bier, Department of Workforce Development; Rudy Cansino, State Department of Health; Ruth Hanlon, Silvercrest Children's Developmental Center; and Niles Parker, Indiana Department of Environmental Management.

06-04-19-02

NEXT MEETING

Liz Keele announced the next meeting would be held May 17, 2006 at 1:30 p.m. in Room E418, IGCS.

06-04-19-03

PREVIOUS MEETING

Pam Bennett stated under Old Business, paragraph 1, perhaps put a period after the word report on the first line and take out the word because. Pam Bennett moved approval of the minutes of the March 15, 2006 meeting as amended. Nancy Turner seconded. Motion carried.

06-04-19-04

OLD BUSINESS

Publication of Nonrule Policy Documents – Pam Bennett stated she is going to meet with Jim Corridan and Chris Cotterill on Thursday, April 20, to go over materials and have a report for the May, 2006 OCPR meeting.

06-04-19-05

DIRECTOR'S REPORT

Jim Corridan reported in the month of March, 2006 the Micrographics Division did a tremendous job in that they set a record for the number of images filmed in a single month and the number of images filmed per person was also a record. Mr. Corridan stated they continue to really outpace themselves for productivity with the amount of effort they are putting into being efficient and productive.

Pam Bennett stated she had a question about Mr. Corridan's written report. Under County Records, is her assumption correct that if there is no number after the County, is it one, and she was told this is correct.

Jim Corridan also reported that earlier this day he and Bev Stiers attended the County Records' State Board of Accounts Conference held at the Hilton and discussed all the rules and regulations about records management and the audience did not even fall asleep, so they were very happy with

that. Liz Keele stated she was a witness and the OCPR Committee would be very proud because Mr. Corridan and Ms. Stiers did a great job. Mr. Corridan stated Ms. Keele also did a great job before us.

06-04-19-06

AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULES(S)

The Oversight Committee on Public Records took the following action regarding retention and disposition schedules.

1. INDIANA STATE SENATE.....03/20/06  
Bookkeeping Division
2. INDIANA COMMISSION ON PUBLIC RECORDS.....04/05/06  
General Retention Schedule-All Agencies
3. DEPARTMENT OF WORKFORCE DEVELOPMENT.....03/29/06  
U.I. Review Board, Human Resources, U.I. Tax, Oversight
4. STATE DEPARTMENT OF HEALTH.....04/04/06  
Silvercrest Children’s Developmental Center
5. STATE DEPARTMENT OF HEALTH.....04/04/06  
Food Protection Program

Liz Keele reminded everyone that they need to state in their motion the full name of the agency and area of the Retention Schedule as listed on the Agenda.

In regard to Schedule No. 1, Indiana State Senate, Bookkeeping Division, there were no questions or comments. Jim Corridan stated Larry Hummel worked with the Senate on this schedule and Mr. Hummel stated there was no representative present. A motion was made by Pam Bennett to approve Schedule No. 1, Indiana State Senate, Bookkeeping Division, seconded by Jim Corridan. Motion carried.

In regard to Schedule No. 2, Indiana Commission on Public Records, General Retention Schedule-All Agencies, Jim Corridan worked with Amy Robinson and Larry Hummel to present this and basically this is a revision to the General Retention Schedule. Mr. Corridan highlighted some of the changes and there is one page that is an amendment to the schedule that he distributed to the OCPR Committee. Mr. Corridan stated this was discussed at last month’s meeting, but more modifications were made after some additional consultation.

Mr. Corridan then specifically talked about the General Retention Schedule for Inactive Personnel Folders, GRPER-5. This is the schedule that deals with personnel files after an employee leaves. Mr. Corridan stated there is an amendment to include the input from the State Department of Personnel.

Mr. Corridan stated that is why this has been slightly modified, but the premise remains the same. An Agency will hold their files three years after an employee has been terminated and after the end of three years the Agency from which that person left will go through their personnel file and pull out certain items specifically listed. Mr. Corridan stated they worked with Keith Beesley, the General Counsel for State Personnel, to develop this schedule. Mr. Corridan stated because this is significant and the fix is a problem that the State has been faced with, he wanted to make sure everyone had a clear understanding where this is headed.

Karen Davis asked if someone asks for a record that is stored at the Records Center would the Agency then refer that person to the State Personnel Department in order to get that file retrieved, assuming the three (3) year retention was met? Mr. Corridan stated that was correct and the benefit of what State Personnel is hoping will happen is if someone just wants to verify employment because the Agencies will retain the list of employees and the dates and eligibility for rehire, that they may not get as many requests for old records. Mr. Corridan stated ownership will transfer to State Personnel after three years. Ms. Davis stated if things are going to be explained to the Agencies this is something that should probably be included. Nancy Turner asked if this is in response to the first article in the Director's Report from last month and Mr. Corridan stated this was correct, and this has been in the works for two to three months. Amy Robinson stated also the time period being stored at the Records Center is not meant to be a very long one; it is until State Personnel has the staff and time to do a combination with their records and do microfilming. Ms. Robinson stated that is the only time it would be at the Records Center. Chris Cotterill asked if the HR System People-Soft is adequate for the list these Agencies are expected to keep? Mr. Corridan stated he would check with State Personnel. Liz Keele asked when PeopleSoft was begun? Chris Cotterill replied eight to nine years ago. Ms. Keele then asked if there is a way that it can flag or notify an Agency of a person who has been gone for three years and then tell the HR person that here is someone on whom you can clean up the records? Mr. Cotterill stated you can absolutely have a query set up and search it to say show me only those records from the Secretary of State's office and those employees and sort it by date and show only the ones who have been gone for three years or more, and the short answer is yes. Mr. Cotterill stated whether or not it would kick out an automatic alert is probably something that takes a little more technical skill and some money. Mr. Cotterill stated for anyone who is interested in that question, he would be happy to take it back and find out and report on it.

A motion was made by Pam Bennett to approve Schedule No. 2, Indiana Commission on Public Records, General Retention Schedule-All Agencies, seconded by Karen Davis. Motion carried.

In regard to Schedule No. 3, Department of Workforce Development, U.I. Review Board, Human Resources, U.I. Tax, Oversight, Larry Hummel introduced Steven Bier, who is the Chair of the U.I. Review Board. There being no questions or comments a motion was made by Jim Corridan to approve Schedule No. 3, Department of Workforce Development, U.I. Review Board, Human Resources, U.I. Tax, Oversight, seconded by Anita Samuel. Motion carried.

In regard to Schedule No. 4, State Department of Health, Silvercrest Children's Developmental Center, Larry Hummel introduced Ruth Hanlon from Silvercrest. There being no questions or comments, a motion was made by Karen Davis to approve Schedule No. 4, State Department of Health, Silvercrest Children's Developmental Center, seconded by Nancy Turner. Motion carried.

In regard to Schedule No. 5, State Department of Health, Food Protection Program, Larry Hummel introduced Rudy Cansino from the State Department of Health. Mr. Hummel stated he appreciates Mr. Cansino's help and he has become a very active Records Coordinator. There being no questions or comments, a motion was made by Nancy Turner to approve Schedule No. 5, State Department of Health, Food Protection Program, seconded by Pam Bennett. Motion carried.

06-04-19-07

NEW BUSINESS

Jim Corridan stated he would like to add something to his report. He forgot to mention in the monthly Director's Report, there is a series of statistics on the Records Center, including the amount of records being destroyed on a monthly basis. Mr. Corridan reported in the last two weeks it has come to his attention that this number is misleading; it is really a combination of records that are being destroyed and records being transferred to the State Archives. Mr. Corridan stated they are working on trying to break those numbers out, and in addition to that some records that get transferred to the Archives do not show up as incoming records in the Archives and they are working on fixing that problem. Mr. Corridan stated at some point there will be clear, meaningful reports. Liz Keele stated we know Mr. Corridan is all about clarity and appreciate that.

06-04-19-08

ADJOURNMENT

There being no further business, Chris Cotterill moved that the meeting be adjourned. Nancy Turner seconded. Motion carried. Meeting adjourned at 1:53 p.m.