

OVERSIGHT COMMITTEE ON PUBLIC RECORDS
Regular Meeting July 19, 2006

06-07-19-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, July 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. Ms. Keele thanked Karen Davis for chairing the June meeting in her absence. Members present constituting a quorum: Pam Bennett, Director, Indiana Historical Bureau; 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; Kevin Ober, Designee for Carrie Henderson, Commissioner, Department of Administration; Anita Samuel, Governor's Office; and Nancy Turner, lay member. Absent: Roberta Brooker, Interim Director, Indiana State Library. Commission staff in attendance: Larry Hummel, Records Management; Beverly Stiers, County and Local Records Management. Guests in attendance: Scott Huffman, Family and Social Services Administration.

06-07-19-02

NEXT MEETING

Liz Keele announced the next meeting would be held August 16, 2006 at 1:30 p.m. in Room E418, IGCS.

06-07-19-03

PREVIOUS MEETING

Kevin Ober moved approval of the minutes of the June 14, 2006 meeting as presented. Pam Bennett seconded. Motion carried.

06-07-19-04

OLD BUSINESS

None

06-07-19-05

DIRECTOR'S REPORT

Jim Corridan stated in addition to the written report distributed to the Members with their packets, there are a couple of additional items to be covered. Room E418 will not be available for the October, 2006 OCPR meeting, and as a special treat for the OCPR Members, the meeting is being proposed to be held at the State Archives. Mr. Corridan stated he knows that some of the OCPR Members have not been to the 30th Street facility so this would be a good opportunity for everyone to see the State Archives and the Records Center.

Mr. Corridan stated June 30, 2006 was the end of the fiscal year for the State, and he had some figures to share with the Committee. Mr. Corridan stated the Commission modified the way microfilming was being done, so two shifts are running and did some other things to try and increase productivity there. Mr. Corridan stated this was done in January, 2006, but for the full 12-month period the Commission has seen a 16% increase in the number of images filmed in the Micrographics Division. Mr. Corridan stated the Records Center had a 36% increase in the number of cubic foot boxes they received this year; some of that is because the Records Center was shutdown for part of the previous year. Requests for pulling records out of the Records Center and sending them back to the Agencies is up 28%, which is significant, because it takes a lot of labor to pull those records and get them back to the Agencies. When asked by Kevin Ober why this occurred, Mr. Corridan stated he believes it is

because we have started working more with TRF and PERF and also the Department of Correction had a major realignment of prisoners around from county facilities to the State or vice versa and all those files have to be pulled. The TRF and PERF projects are causing us to pull retired teachers' files upon their deaths. Mr. Corridan then stated an interesting thing is we have tripled the number of State forms that were deleted this year versus last, unfortunately, this was not a significant number, it was 128 last year and is 368 this year and he is really shooting to get that number closer to 1,000 in 2006-2007. Mr. Corridan stated the number of new State forms designed was quadrupled and he would like to see that not be the case, so we can actually reduce the total number of forms we have. Mr. Corridan stated, in addition, there has been a 40% increase in the number of forms converted to PDF and placed online and there has been a 55% increase in the number of forms that are actually put online and available through our website.

06-07-19-06

AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULES(S)

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

1. FAMILY AND SOCIAL SERVICES ADMINISTRATION.....06/07/06
Division of Family Resources, Quality Control
2. DEPARTMENT OF WORKFORCE DEVELOPMENT.....06/16/06
Research and Analysis Division
3. STATE DEPARTMENT OF HEALTH.....06/30/06
Cancer Registry
4. INDIANA COMMISSION ON PUBLIC RECORDS.....06/09/06
County Coroner General Retention Schedule (CCGRS)

In regard to Schedule No. 1, Family and Social Services Administration, Division of Family Resources, Quality Control, Scott Huffman from this Agency was present. There being no questions or comments, a motion was made by Chris Cotterill and seconded by Karen Davis to approve Schedule No. 1 as submitted. Motion carried.

In regard to Schedule No. 2, Department of Workforce Development, Research and Analysis Division, there were no questions or comments. A motion was made by Nancy Turner and seconded by Anita Samuel to approve Schedule No. 2 as submitted. Motion carried.

In regard to Schedule No. 3, State Department of Health, Cancer Registry, Jim Corridan moved that Items No. 1 through 4 be slightly amended in the Retention Period category. He has talked to the State Department of Health about this and they concurred. Mr. Corridan stated the last sentence in each of the four proposed record series retention periods reads, "DELETE the electronic database after legislative sunset of the Cancer Registry." Mr. Corridan stated because the electronic database is not the record listed, he suggests the language be modified in each of these four items. Mr. Corridan moved that Schedule No. 3 be approved as modified, Kevin Ober seconded. Motion carried.

In regard to Schedule No. 4, Indiana Commission on Public Records, County Coroner General Retention Schedule (CCGRS), Karen Davis stated she had some comments and would then have a motion. Ms. Davis stated on page 2, CCGRS 3, Coroner's Report (Identification of deceased, time and date of death, officers and officials present), states it is Confidential. Ms. Davis stated she receives a lot of questions about County Coroner's records and so she did some research on this and

based on what the statute describes the coroner's report to the extent it identifies the deceased, time and date of death, officers and officials present, and a few other things according to statute, Section 18 specifically states this information is available for inspection and copying. Ms. Davis stated what she would propose to do and she will put this in a motion, is to set out the statutory citations underneath the CCGRS 3. Ms. Davis also stated that CCGRS 1. Coroner's Verdict is also correctly noted as Confidential and there is no confidentiality tagged to that. Ms. Davis made a motion to propose to amend these, CCGRS 1. Coroner's Verdict, Written Report be added to that and beneath that state that it is Confidential, IC 36-2-14-10(a) and to CCGRS 3. Coroner's Report, remove the word Confidential and put IC 36-2-14-18(a), seconded by Nancy Turner. Ms. Keele stated it has been moved and seconded, motion carried.

Pam Bennett asked if Confidential was correct on CCGRS 4. Ms. Davis stated the autopsy photos are not Confidential by State law, the report itself, any audio tape, video tape or photograph is actually an investigatory record of law enforcement, so it is in the Coroner's discretion whether to release the Autopsy Report itself. Ms. Davis stated it is sort of a mixed bag, but often times she thinks we tag these as Confidential even though there may be agency or officeholder discretion. Ms. Bennett stated she was questioning the confidential listings, because you cannot put Confidential unless you cite the code. Ms. Davis stated CCGRS 5. says Scene Photos, Confidential according to 5-14-3-4 and again that is not exactly right. Ms. Davis stated the scene photos would be an investigatory record of law enforcement, but a scene photo is different from an autopsy photograph.

Jim Corridan stated ICPR will flesh out the language, because if truly it is Confidential or at the discretion of someone, we should probably say that so that someone knows if they went to the Coroner they could ask at his or her discretion versus the Coroner cannot do it.

Jim Corridan made a motion to table Schedule No. 4, Indiana Commission on Public Records, County Coroner General Retention Schedule (CCGRS) until the next meeting, seconded by Pam Bennett. Motion carried.

06-07-19-07
NEW BUSINESS
None

06-07-19-08
ADJOURNMENT

There being no further business, Nancy Turner moved that the meeting be adjourned. Karen Davis seconded. Motion carried. Meeting adjourned at 1:50 p.m.