

OVERSIGHT COMMITTEE ON PUBLIC RECORDS
Regular Meeting May 20, 2009

09-05-20-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, May 20, 2009. Heather Neal stated that notice of the meeting was provided more than 48 hours in advance of this meeting excluding Saturdays, Sundays and holidays pursuant to the Open Door Law. The meeting was called to order by Chairperson Heather Neal, Public Access Counselor, at 1:30 p.m. in E418, Indiana Government Center South. Members present constituting a quorum: Pam Bennett, Director, Indiana Historical Bureau; Caroline Bradley, Designee for Gerry Weaver, Director, Indiana Office of Technology; Roberta Brooker, Director, Indiana State Library; Jim Corridan, Director & State Archivist, Indiana Commission on Public Records; John Jacob, Designee for Bruce Hartman, State Examiner, State Board of Accounts; Liz Keele, Designee for Todd Rokita, Secretary of State; Elizabeth Lerch, Designee for Mark W. Everson, Commissioner, Department of Administration; Nancy Turner, lay member. Members absent: Anita Samuel, Governor's Office. Commission staff in attendance: Chuck McLean, Deputy Director; Larry Hummel and Amy Robinson, Records Management; Beverly Stiers, County and Local Government Records Management. Guests in attendance: Rudy Cansino, State Department of Health; Scott Huffman, Family and Social Services Administration.

09-05-20-02

NEXT MEETING

Heather Neal announced the next meeting would be held June 17, 2009 at 1:30 p.m. in E418, Indiana Government Center South.

09-05-20-03

PREVIOUS MEETING

Pam Bennett made a motion to approve the minutes of the April 15, 2009 meeting. Nancy Turner seconded the motion. Elizabeth Lerch stated that her discussion questioning the proposed fees was not included in the minutes. Ms. Neal stated the motion on the table is to approve the minutes with the noted change from Elizabeth Lerch, Department of Administration. Motion carried.

09-05-20-04

OLD BUSINESS

1. FSSA Request for Waiver from OCPR Policy No. 06-01
Jim Corridan stated he has a meeting next Tuesday with someone who is working with contracts with FSSA to discuss this whole issue about their compliance with the digitization requirements which was adopted. Mr. Corridan stated they may have something to report at the June meeting.

2. County/Local General Retention Schedule
Jim Corridan stated they are not yet ready to proceed with that.

09-05-20-05

DIRECTOR'S REPORT

Jim Corridan reported the Records Center has expanded and will see a 50% increase in their capacity to store records, cubic foot boxes. Mr. Corridan stated the Department of Administration is helping with rack space, and they have rearranged part of the Records Center area. BMV has given ICPR about one quarter of their space at the 30th Street facility. Mr. Corridan stated there

are some other changes in the warehouse in the front part of the building and all these things collectively will increase space capacity by about 50%.

Jim Corridan reported that the Micrographics Division will probably produce more than 25,000,000 images this year which is a massive increase over previous years.

Jim Corridan stated there was something inserted by the Legislature for the Archives building in the budget. In the House Ways and Means in the original version of the budget, there was \$500,000 set aside for property along the Canal to be designated for the Archives building. Mr. Corridan reported it went to the Senate and it ended up coming out of the Senate approved and so it read not necessarily for that spot and then when it got back after conference, of course, the whole budget fell apart. Mr. Corridan stated they are unclear as to what that might mean for an Archives building in the near future. Elizabeth Lerch asked if that \$500,000 appropriation was for the property and the building. Mr. Corridan stated the property belongs to the State, but it is actually not to build a building but for its design.

09-05-20-06

AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULES(S)

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

1. DEPARTMENT OF CORRECTION.....04-09-09
Administrative Services
2. DEPARTMENT OF CORRECTION 04-09-09
All Correctional Facilities
3. STATE DEPARTMENT OF HEALTH..... 04-29-09
Division of Drug Control
4. STATE DEPARTMENT OF HEALTH..... 04-29-09
ERC-Surveillance Unit
5. FAMILY AND SOCIAL SERVICES ADMINISTRATION..... 04-29-09
Financial Management
6. FAMILY AND SOCIAL SERVICES ADMINISTRATION..... 04-29-09
Community Service Administration
7. FAMILY AND SOCIAL SERVICES ADMINISTRATION..... 04-29-09
DFC/Housing and Community Services
8. ADJUTANT GENERAL'S OFFICE..... 04-30-09
9. BUREAU OF MOTOR VEHICLES..... 05-06-09
Vehicle Services and Fulfillment
10. STATE DEPARTMENT OF HEALTH..... 05-08-09
Environmental Epidemiology

11. STATE DEPARTMENT OF HEALTH..... 05-08-09
Environmental Epidemiology

In regard to Schedule No. 1, Department of Correction, Administrative Services, there were no questions or comments. A motion was made by Pam Bennett and seconded by Elizabeth Lerch to approve Schedule No. 1 as submitted. Motion carried.

In regard to Schedule No. 2, Department of Correction, All Correctional Facilities, there were no questions or comments. A motion was made by Nancy Turner and seconded by John Jacob to approve Schedule No. 2 as submitted. Motion carried.

In regard to Schedule No. 3, State Department of Health, Division of Drug Control, Larry Hummel introduced Rudy Cansino from this Agency. There being no questions or comments, a motion was made by John Jacob and seconded by Caroline Bradley to approve Schedule No. 3 as submitted. Motion carried.

In regard to Schedule No. 4, State Department of Health, ERC-Surveillance Unit, there were no questions or comments. A motion was made by Jim Corridan and seconded by Nancy Turner to approve Schedule No. 4 as submitted. Motion carried.

In regard to Schedule No. 5, Family and Social Services Administration, Financial Management, Jim Corridan introduced Scott Huffman from this Agency. There being no questions or comments, a motion was made by Pam Bennett and seconded by John Jacob to approve Schedule No. 5 as submitted. Motion carried.

In regard to Schedule No. 6, Family and Social Services Administration, Community Service Administration, there were no questions or comments. A motion was made by Nancy Turner and seconded by Pam Bennett to approve Schedule No. 6 as submitted. Motion carried.

In regard to Schedule No. 7, Family and Social Services Administration, DFC/Housing and Community Services, there were no questions or comments. A motion was made by John Jacob and seconded by Elizabeth Lerch to approve Schedule No. 7 as submitted. Motion carried.

In regard to Schedule No. 8, Adjutant General's Office, Caroline Bradley made a motion to approve Schedule No. 8 as submitted. Pam Bennett seconded the motion. Elizabeth Lerch had questioned the statement to delete Record Series 79-4101, when in fact it was listed below this statement as 79-4104. Amy Robinson stated it was just a typo and should be 79-4104. Heather Neal stated she would call the question whether to approve Adjutant General's Office Retention Schedule with the noted correction of the typographical error. Motion carried.

In regard to Schedule No. 9, Bureau of Motor Vehicles, Vehicle Services and Fulfillment, there were no questions or comments. A motion was made by Jim Corridan and seconded by Liz Keele to approve Schedule No. 9 as submitted. Motion carried.

In regard to Schedule No. 10, State Department of Health, Environmental Epidemiology, Heather Neal stated Schedule No. 11 had the same title and asked the Committee if they wanted to do them together. Caroline Bradley stated what the difference is that one is deleting a record and the other one did not say what it was doing. Amy Robinson stated one of them is a carry over from last month's meeting but did not know why there was two (2) of them. Larry Hummel stated one

of them is a PR-2 and one of them is a records retention disposition schedule. Amy Robinson stated the first one is a public records request. Mr. Hummel stated one is a request for records disposition and the other is retention schedule deletion, two (2) separate items. Ms. Neal stated they would do them separately. Mr. Hummel stated the request for records disposition is a one time study from this Division and they concluded there is no more activity with it; therefore, these records are going to go to the Indiana State Archives. Mr. Hummel stated the other records are completed studies and the Federal Government has been taking over all this activity and all they have left is the microfilm which they have to retain. Pam Bennett asked which is the PR-1 and Mr. Hummel stated it is Schedule No. 11. A motion was made by Jim Corridan and seconded by Pam Bennett to approve Schedule No. 10 as submitted. Motion carried.

In regard to Schedule No. 11, State Department of Health, Environmental Epidemiology PR-2, GM Bedford Health Education Activities, there were no further questions or comments. A motion was made by Jim Corridan and seconded by Nancy Turner to approve Schedule No. 11 as submitted. Motion carried.

09-05-20-07

NEW BUSINESS

Micrographics Fee Schedule – Mr. Corridan distributed copies of the proposed Microfilming Fee Schedule and reported the top half of this are microfilm services for two (2) sizes of film, 16mm and 35mm and all the different expenses are calculated in there. Mr. Corridan stated the first column is our current price, middle column is the total actual complete costs, and the third column is the proposed fee, taking into account those items that have asterisks after them which are also supported by the General Fund. Mr. Corridan stated what they are doing is subtracting out the General Fund support, not charging that for something coming from the Operating Account. Mr. Corridan stated the actual net expense for these services is what they are going to charge for fees so they can reverse out any income they are getting from the General Fund to support the services. Pam Bennett asked if the asterisk is on the figures and Mr. Corridan stated they are generally directed to labor, so there is Supervisor's labor, the duplicator's labor, someone who is paid out of the General Fund to run the duplicator, someone who is paid out of the General Fund that does the processing and there is the component of the microfilmer who is paid for out of the Operating Fund, so they did not want to bill back for these expenses. Mr. Corridan stated these are all behind the scene calculations they have been doing for awhile and this helps flush out what is going on. Mr. Corridan stated you will also see that some expenses have gone down, others have gone up, especially when you get into miscellaneous items like acid free boxes, etc. Mr. Corridan stated that is the top two (2) components – the next group reads jackets, cartridge, leader/trailer and jacket loading/roll. Mr. Corridan stated they discussed at the last meeting in regard to the jacket loading this is really the item having the most significant shift. Mr. Corridan stated they have been charging \$2.50 to load a roll of film in a jacket and it takes about one and a half to two (2) hours to do that, so they were charging \$2.50 for 2 ½ hours work so the proposed fee would allow them to recoup the costs associated with doing this.

Mr. Corridan stated in section on Digital Services, the Archives has four (4) different items here, digital images converted to 16mm film and those costs are staying the same, \$20.00 – we have equipment that does all that. Mr. Corridan stated if somebody wants to have us process the film and they want a duplicate of the film versus just scanned images, those costs would be separate. Mr. Corridan stated the next item is paper to digital and that is \$.02, which includes the labor and maintenance contract, the depreciation of the equipment, the depreciation of the software, CD case, label, CD and this stays the same. Mr. Corridan stated the next one is film to digital, so they take microfilm and convert it to digital images.

In the past, they have charged \$.02 per foot for this service, and 16mm is going to stay \$.02; however, the issue becomes 35mm film, it takes 25% more toner, processing costs to actually do the 35mm film because it is much bigger, so there is a little increase there. Mr. Corridan stated when they get to gray scale, it takes much longer, generally the 16mm is bi-tonal, black and white, but when you do gray scale to try and get the shading, it is a much longer process, so almost all of our 35mm film to digital is in gray scale and it is not cost effective for us, so the price increase recaptures those costs and reflects the true cost involved. Mr. Corridan stated the last item is indexing – to index digital images, each index per file will be \$.10. Mr. Corridan stated some entities charge by character, but we are not set to proceed that way. ICPR would like to bill by index at \$.10. Elizabeth Lerch asked if that was a labor cost and Mr. Corridan stated it is straight labor.

Heather Neal asked if he is not asking the Committee to take action today. Jim Corridan stated if everyone is comfortable with the Proposed Fee Schedule, but it does not need to be done until next month. Heather Neal asked if there was a motion on this matter. Nancy Turner stated she is always amazed how things would go along for so long and then it is decided that this is not right, there is not correct compensation. Mr. Corridan stated the new rates would go into effect July 1, 2009. Elizabeth Lerch stated she appreciates the breakdown, she thinks it is illuminating, but she does not know about the jacket loading goes from \$2.50 to \$25.00. Mr. Corridan stated you do not need to have them jacket loaded – you can take a roll of microfilm or they can even image the entire project and then if it is required that they have to have a preservation copy, they can create a microfilm master, keep it in the vault, they can have the digital image and they are doing this so that now is more economical. Mr. Corridan stated there are options that may look more efficient to them. Mr. Corridan stated we have been sticking ourselves with all this extra labor to the benefit of an Agency to be more inefficient and have thus created a bad situation.

Pam Bennett stated if the Committee approves the new fee schedule then they will have time to get it to the Agencies before July 1, 2009. Ms. Bennett stated if no one has any problem with it, the Committee should go ahead and approve it. Ms. Bennett made a motion to approve the Microfilming and Scanning Summary of Cost Changes dated May 20, 2009, which will go into effect July 1, 2009. Nancy Turner seconded the motion. Pam Bennett stated what they are approving is the proposed fee and this is what they are adopting. Heather Neal stated this is the Proposed Fee column.
Motion carried.

09-05-20-08

ADJOURNMENT

There being no further business, Liz Keele moved that the meeting be adjourned. John Jacob seconded. Motion carried. Meeting adjourned at 1:58 p.m.