

OVERSIGHT COMMITTEE ON PUBLIC RECORDS
Regular Meeting December 16, 2009

09-12-16-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, December 16, 2009. The meeting was called to order by Chairperson, Liz Keele, Designee for Todd Rokita, Secretary of State, at 1:30 p.m. in Room 401, Indiana State Library. Members present constituting a quorum: Pam Bennett, Director, Indiana Historical Bureau; Caroline Bradley, Designee for Gerry Weaver, Director, Indiana Office of Technology; Jim Corridan, Director & State Archivist, Indiana Commission on Public Records; John Jacob, Designee for Bruce Hartman, State Examiner, State Board of Accounts; Andrew Kossack, Public Access Counselor; Anita Samuel, Governor's Office. Members absent: Roberta Brooker, Director, Indiana State Library; Nancy Turner, lay member. Commission staff in attendance: Ted Cotterill, Deputy Director; Larry Hummel, Records Management; Beverly Stiers, County and Local Government Records Management. Guests in attendance: David Buskill and Sandra McCammack, Department of Education; Scott Huffman, Family and Social Services Administration; Jessica Howard, Public Access Counselor's office.

09-12-16-02

NEXT MEETING

Liz Keele announced the next meeting would be held January 20, 2010 at 1:30 p.m. in Room 401, Indiana State Library.

09-12-16-03

PREVIOUS MEETING

Caroline Bradley moved approved of the October 20, 2009 minutes, seconded by Anita Samuel. Pam Bennett stated she had a couple of corrections to the minutes. On page 2 under No. 3 two paragraphs should be one when Caroline Bradley stated it mirrors what is in GRACC 2. Ms. Bennett stated at the top of page 3 "a motion" is stated twice and one should be removed, and on page 5, she is not sure that is what they mean or whether it is a grammatical error, in the next to the last paragraph, it states Mr. Corridan made a motion, line 4, "they did this, but they run up numbers based on the number of minutes it takes for an employee to do this" and she thinks it should be ran up numbers. Pam Bennett moved the amendments be made to the October 21, 2009 minutes, seconded by Jim Corridan. Motion passed. The main motion to approve the minutes has been moved and seconded, motion passed.

09-12-16-04

OLD BUSINESS

1. FSSA Request for Waiver from OCPD Policy No. 06-01

Jim Corridan stated there was nothing new on this.

2. County/Local General Retention Schedule

Jim Corridan distributed the draft of proposed changes to the local retention schedules. Mr. Corridan stated the first one is for the General Retention Schedule for County/Local Offices and what is being done is they are consolidating anything that had to do with personnel, accounting, general types of information across county/local government into this one (1) schedule. Mr. Corridan stated there is presently a General Retention Schedule called COGRFIN dealing with finance and it has been completely rolled into this new one. Mr. Corridan stated we met last week with Charlie Pride and Debbie Gibson from the State Board of Accounts, two of the three (3) people who work with local government to give them a heads up and get feedback from them. Mr. Corridan stated there may be

some changes to this. Mr. Corridan stated we are presenting this today as information, so you have a month to review it and hopefully will bring it up for approval in January, 2010.

09-12-16-05

DIRECTOR'S REPORT

Jim Corridan stated the Commission on Public Records continues to develop a confidential shredding program in Marion County. More and more agencies are utilizing ICPR for their confidential shredding. Mr. Corridan stated all the recycling revenue was going to the vendors and the State program recycling goes to DOA greening government, plus the Agency saves money. Mr. Corridan stated they continue to build this out and it is not a significant program, but it is something. In addition, Mr. Corridan stated they are having discussions with OMB about bringing all microfilming and scanning together, potentially centralizing them to save money. Mr. Corridan stated on a smaller scale they are looking at working with Pitney Bowes on costs for printing such as envelopes and letterhead and we will be working with OMB once they have all the data put together to determine whether or not they need to make some alterations into how we are printing envelopes and letterhead. Mr. Corridan stated they have Agencies who are deciding they want to change the colors of their letterhead, so they are going from black, blue, blue to green, all those things always involve higher charges. Mr. Corridan stated they have local or regional offices and so it is costing about 3 cents per envelope in additional expense. Mr. Corridan stated they are doing an analysis of what they are looking at for potential savings. Mr. Corridan stated they have some Agencies that are printing four-color letterhead.

Mr. Corridan reported in addition the volunteer staff at the State Archives has just completed two (2) major projects, one being the indexing all of the Civil War muster records for Indiana, so all 213,048 soldiers who signed up in Indiana to be in the Civil War are now indexed and will soon be listed on the internet, available for the public to do genealogical searches. Mr. Corridan stated this is a huge project and has taken years to get this done. We want to get this done before the sesquicentennial of the Civil War in 2011. Mr. Corridan stated the second major project is they finished the Vincennes land record office index, so Vincennes, one of the earliest towns, sold most of the land initially, so all of those records now will be posted on the internet so the public can search for relatives and ancestors, early ancestry and the property they owned.

Mr. Corridan stated lastly he believes they may have talked before about the digital Archives that is on line and they are still making changes in updating the records. Mr. Corridan stated they have somewhere over 300,000 records available now specific to Indiana and State Government and will probably be adding another 300,000 from just these two (2) completed projects. Pam Bennett stated it is really slick – she has used it a couple of times and it is really pretty neat. Mr. Corridan stated they are making some corrections and adding county fields so you can search by county. Mr. Corridan stated there are nine (9) to 12 states that are involved with this project and it is being coordinated with Washington State and the Library of Congress. Mr. Corridan stated we are one of the partners and we are the second biggest searched database of all of them, and there is a lot of interest.

09-12-16-06

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 NATURAL RESOURCES.....10-08-09
 Personnel Division

In regard to this schedule, there were no questions or comments. A motion was made by Pam Bennett and seconded by Caroline Bradley to approve Schedule No. 1 as submitted. Motion carried.

2. DEPARTMENT OF NATURAL RESOURCES.....10-08-09

Jasper-Pulaski State Nursery

In regard to this schedule, there were no questions or comments. A motion was made by John Jacob and seconded by Andrew Kossack to approve Schedule No. 2 as submitted. Motion carried.

3. UTILITY REGULATORY COMMISSION.....10-27-09

Reporting Division

In regard to this schedule, a motion was made by Jim Corridan and seconded by Anita Samuel to approve Schedule No. 3 as submitted. Caroline Bradley stated Record Series 87-43 does not have a retention on it, it is the Weekly Utility Hearing Schedule and it states it is used as simplified, easier method to refer to official docket book and it sounds like the docket book is the official record for the agency, since when it (the Weekly Utility Hearing Schedule) is destroyed when outdated or replaced and we are trying to reduce the number of records. Mr. Corridan stated they would check into that and suggested they go ahead and adopt this and then do some research and if it turns out that this is not necessary, then we will come back and ask that it be deleted from this schedule. Caroline Bradley made a motion to adopt this schedule and come back to this item at a later date should it be necessary, seconded by Jim Corridan. Motion carried.

The motion made by Jim Corridan and seconded by Anita Samuel then carried.

4. FAMILY AND SOCIAL SERVICES ADMINISTRATION.....11-03-09

Division of Mental Health and Addiction-Office of Contract Management

Jim Corridan introduced Scott Huffman from this Agency. In regard to this schedule, there were no questions or comments. A motion was made by Caroline Bradley and seconded by Pam Bennett to approve Schedule No. 4 as submitted. Motion carried.

5. DEPARTMENT OF EDUCATION.....11-13-09

Student Services Division

Larry Hummel introduced David Buskill and Sandra McCammack from this Agency. In regard to this schedule, there were 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.

6. DEPARTMENT OF EDUCATION.....11-19-09

Personnel Office

In regard to this schedule, there were no questions or comments. A motion was made by John Jacob and seconded by Pam Bennett to approve Schedule No. 6 as submitted. Motion carried.

7. DEPARTMENT OF EDUCATION.....11-19-09

Publications Division

In regard to this schedule, there were no questions or comments. A motion was made by Caroline Bradley and seconded by John Jacob to approve Schedule No. 7 as submitted. Motion carried.

09-12-16-07

NEW BUSINESS

Jim Corridan stated he had one (1) item on which we would like to ask for some direction. Mr. Corridan stated today they have determined there is an issue where occasionally a retention schedule is adopted and it doesn't include or they later determine it should be confidential or partially confidential and it is not in the retention schedule. Mr. Corridan stated specifically today member files or active files of TERF and PERF records are technically partially confidential. Mr. Corridan stated that classification is not on the retention schedule and we would like to add it. Mr. Corridan stated he did not know if we wanted to send all that

through the OCPR Committee for a formal vote or can they maybe stipulate that the Commission on Public Records can attach that to a retention schedule and then notify the Oversight Committee. Mr. Corridan stated that way if someone wants to bring it up at a meeting they can do so at the next meeting. Mr. Corridan stated the reason this has come up is because by statute most of the confidentiality requirements are in the Public Access Counselor's statute, but occasionally there is a separate statute that is adopted within an Agency which is what has happened here. Mr. Corridan stated under PERF in a category called retirees or retirement there is a law that says member files are confidential except for the name of the retiree and the years of service. Mr. Corridan stated the record series for both of those does not show any confidentiality issues with it and they would really like to get that corrected, so that no one accidentally provides that information.

Pam Bennett stated she thought it was a good idea, maybe just a motion to the effect that the ICPR should do that and then at regular meetings report anything that has been done. Caroline Bradley asked if that was just for the retiree files and Mr. Corridan stated yes, and it is contrary to the general rules that apply, which is why is probably was not caught the first time. Ms. Bradley said her question is would they have to cite both, because the active members also have a member file, like you and I have a PERF file, so you would have to have descriptions with those retirees, partially confidential under personnel or partially confidential under retiree. Mr. Corridan stated they are stored in separate files, so these are actually PERF's records. Liz Keele stated she would entertain a motion to allow this. Pam Bennett made a motion to authorize ICPR to designate confidential records between Oversight Committee meetings when an omission is discovered in a retention schedule and any actions should be reported at the next OCPR meeting, seconded by Andrew Kossack. Motion passed.

09-12-16-08

ADJOURNMENT

There being no further business, Pam Bennett moved that the meeting be adjourned. Caroline Bradley seconded. Motion carried. Meeting adjourned at 1:47 p.m.