

OVERSIGHT COMMITTEE ON PUBLIC RECORDS  
Regular Meeting June 23, 2010

10-06-23-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, June 23, 2010. The meeting was called to order by Vice Chairperson, Caroline Bradley, Designee for Brian Arrowood, Chief Information Officer, Office of Technology, at 1:30 p.m. in Room 401, Indiana State Library. Members present constituting a quorum: Pam Bennett, Director, Indiana Historical Bureau; Roberta Brooker, Director, Indiana State Library; Jim Corridan, Director & State Archivist, Indiana Commission on Public Records; Anita Samuel, Governor's Office. Members absent: John Jacob, Designee for Bruce Hartman, State Examiner, State Board of Accounts; Liz Keele, Designee for Todd Rokita, Secretary of State; Andrew Kossack, Public Access Counselor; Connie Smith, Designee for Robert D. Wynkoop, Commissioner, Department of Administration. Commission staff in attendance: Ted Cotterill, 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; Deepali Jani, Department of Education; Melissa Farrington and Niles Parker, Indiana Department of Environmental Management; Lyman "Chuck" Taylor, Office of the Attorney General.

10-06-23-02

NEXT MEETING

Caroline Bradley announced the next meeting would be held July 21, 2010 at 1:30 p.m. in Room 401, Indiana State Library. Jim Corridan stated that meeting date might be subject to change.

10-06-23-03

PREVIOUS MEETING

Jim Corridan stated there were two corrections – Connie Smith is listed as the designee of Robert D. Wynkoop and Caroline Bradley is listed as the designee of Brian Arrowood, and these appointments are not effective until this meeting. Pam Bennett moved approval of the May 19, 2010 minutes as corrected, seconded by Anita Samuel. Motion carried.

10-06-23-04

OLD BUSINESS

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

Jim Corridan stated there is no action on this.

2. County Auditors' Retention Schedule

Jim Corridan stated the reason this was not approved at the May, 2010 meeting was because of two (2) items. Mr. Corridan stated we have modified the way we are numbering all the County/Local Retention Schedules so it is showing up as AU, 10-1, etc., which tells us Auditors' Schedule, 2010 adoption. Mr. Corridan stated we also added AU 10-7, Indiana Property Tax Benefits (Deductions). These were items that the Auditor's Association requested we add to this schedule.

Pam Bennett moved approval of the County Auditors' Retention Schedule as submitted and corrected, seconded by Anita Samuel. Motion carried.

3. Special Districts General Retention Schedule

Ted Cotterill stated at the top of the schedule which states, Books, Ledgers, Registers and Journals, the record series number was after that and then under the one number we had two (2) separate retention periods, so they have been split in the schedule presented today. Jim Corridan made a

motion to adopt the Special Districts General Retention Schedule as presented at this meeting, seconded by Pam Bennett. Motion carried.

4. State Department of Health, Medical Radiological Services Division Retention Schedule  
Jim Corridan stated that has not yet been finalized.

10-06-23-05

DIRECTOR'S REPORT

Jim Corridan stated other than what is in the Director’s Report sent to the OCPR Committee; they have heard from FSSA that we are anticipating more than 25,000 cubic feet of active case management records coming to us beginning in six (6) months from the hybrid system. Mr. Corridan stated there will also be additional accounting and closed records coming in an undisclosed amount Mr. Corridan stated we can accommodate the 25,000 cubic feet and anything over that will to be figured out. Micrographics will probably conclude the year with an average of 1,000,000 images per month or 12,000,000 images this past year. Mr. Corridan stated the Digital Archives which is one of the State Archives’ projects in coordination with the Library of Congress has become extremely successful. Mr. Corridan stated there was an article in USA Today two (2) weeks ago where the Digital Archives is listed and mentioned because of the new addition of all the Civil War records. Mr. Corridan stated Indiana is the first state that has a complete index of all the Civil War soldiers from their state, which is now searchable through the Digital Archives.

10-06-23-06

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.....05-11-10  
Director’s Office

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

- 2. DEPARTMENT OF ENVIRONMENTAL MANAGEMENT.....05-13-10  
All Divisions

Melissa Farrington and Niles Parker were introduced from this Agency. In regard to this schedule, there were no questions or comments. A motion was made by Anita Samuel and seconded by Jim Corridan to approve Schedule No. 2 as submitted. Motion carried.

- 3. DEPARTMENT OF ENVIRONMENTAL MANAGEMENT.....05-13-10  
Office of Land Quality

In regard to this schedule, there were no questions or comments. A motion was made by Jim Corridan and seconded by Anita Samuel to approve Schedule No. 3 as submitted. Motion carried.

- 4. DEPARTMENT OF EDUCATION.....05-17-10  
English Language Learners and Migrant Education

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

- 5. DEPARTMENT OF HOMELAND SECURITY.....05-20-10  
All Divisions

In regard to this schedule, a motion was made by Anita Samuel and seconded by Jim Corridan to approve Schedule No. 5 as submitted. Pam Bennett then asked if the retention states destroy when outdated and replaced, are they really records. Amy Robinson stated these are incredibly high security records and that is why they are destroyed when they are outdated or replaced because they do not even want them in their own hands for longer than need be. Pam Bennett stated there is the same retention period on quite a few items that are not high security. Mr. Corridan stated this is the best we can negotiate on this. Mr. Corridan stated there are other issues that need to be addressed in other schedules. Motion carried.

6. STATE DEPARTMENT OF HEALTH.....05-21-10  
Long Term Care

Rudy Casino was introduced from this Agency. A motion was made by Jim Corridan and seconded by Anita Samuel to approve Schedule No. 6 as submitted. Pam Bennett stated on page 1 of 9 , the second item, Please delete Record Series Number 84-264, that follows on page 2, because the training and examination is performed by Ivy Tech and information now is retained by the Professional Licensing Agency as opposed to the Department of Health. Ms. Bennett asked if the State Department of Health has no other records and are no longer getting records of this kind. Ms. Bennett then asked if anything they already had was transferred to Professional Licensing on this record series because the master fiche and duplicate fiche were supposed to be kept for 60 years. Mr. Corridan stated there are two (2) questions, one is have these records been transferred to PLA and does PLA know of the obligation. Ms. Robinson stated they absolutely know they have an obligation. Mr. Corridan stated the second issue is this contract and the boiler plate to the State Contract reflects that the records belong to the State, even if the contractor is holding them for you as a State Agency and the records still are the State's records. Mr. Corridan stated unless they got an exception from that the record still belong to the State even if they are housed by Ivy Tech. Ms. Bradley stated if the contract ends, those records would need to revert back to the State and she is not sure this schedule reflects those items. Ms. Bradley stated this affects several items in this retention schedule and Mr. Corridan moved to table this retention schedule until the July meeting, so we can do more research, seconded by Pam Bennett. Motion carried

7. FAMILY AND SOCIAL SERVICES ADMINISTRATION.....05-24-10  
DMHA-Management Information Systems

Scott Huffman was introduced from this Agency. In regard to this schedule, there were no questions or comments. A motion was made by Pam Bennett and seconded by Roberta Brooker to approve Schedule No. 7 as submitted. Motion carried.

8. FAMILY AND SOCIAL SERVICES ADMINISTRATION.....05-24-10  
Division of Mental Health and Addiction – Rate-Setting

In regard to this schedule, there were no questions or comments. A motion was made by Jim Corridan and seconded by Pam Bennett to approve Schedule No. 8 as submitted. Motion carried.

9. FAMILY AND SOCIAL SERVICES ADMINISTRATION.....05-25-10  
Office of Medicaid Policy and Planning

In regard to this schedule, there were no questions or comments. A motion was made by Anita Samuel and seconded by Jim Corridan to approve Schedule No. 9 as submitted. Motion carried.

10. DEPARTMENT OF NATURAL RESOURCES.....05-26-10  
Historic Preservation

In regard to this schedule, there were no questions or comments. A motion was made by Pam Bennett and seconded by Jim Corridan to approve Schedule No. 10 as submitted. Motion carried.

11. ATTORNEY GENERAL'S OFFICE.....05-28-10  
Consumer Protection

Lyman “Chuck” Taylor was introduced from this Agency. In regard to this schedule, there were no questions or comments. A motion was made by Anita Samuel and seconded by Pam Bennett to approve Schedule No. 11 as submitted. Motion carried.

12. GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE FOR ALL  
STATE OF INDIANA ADMINISTRATIVE AGENCIES.....06-15-10

In regard to this schedule, a motion was made by Pam Bennett and seconded by Anita Samuel to approve Schedule No. 12 upon consent of the State Board of Accounts. Mr. Corridan stated he wants to make sure they do not have an objection to what we are doing. Mr. Corridan stated the only thing being changed is GRACC 2, which recently has been a five (5) year retention and now being changed to six (6) years. Ms. Bennett stated at some point they are going to have to look at what Encompass is doing to this schedule. Mr. Corridan stated when we get through this whole process of trying to slim all the schedules down, the next thing we are going to do is go back through the General Retention Schedule and try and figure out what we can do to reduce the time we are keeping things and do we really need to keep invoice records for 10 years or would seven (7) years suffice and go back through all those statutes to verify we are doing the right thing, because if we can reduce what we are storing, it is going to free up space, we are not going to have to spend as much money on storage, etc. Mr. Corridan stated we also need to be working for the long term in making sure the retention schedules are not focused on formats, but are focused really on content, so when we say do this with the paper, do this with the microfilm, do this with the digital image, we really want to try and get away from that, because it should not matter what it is, some element of it must be kept for 10 years or whatever. Ms. Bennett stated PeopleSoft financials have things that go back basically 20 years. Ms. Bennett stated that is something that should be recognized, how long things can be kept and why they should be kept in different formats. Motion carried.

10-06-23-07

NEW BUSINESS

1. Public Libraries General Retention Schedule – Jim Corridan this is not yet complete, but we do have all the other County/Local Retention Schedules which you received in your packet which were modified. Mr. Corridan stated rather than adopting the Public Libraries General Retention Schedule, which is not complete, is to have the OCPR Committee readopt the County/Local Retention Schedules with the new numbering sequence, so there is no question that this is what was actually adopted. Jim Corridan made a motion to readopt the record series scheme that has been developed by the Indiana Commission on Public Records for the County/Local Retention Schedules, seconded by Pam Bennett. Motion carried.

10-06-23-08

ADJOURNMENT

There being no further business, Pam Bennett moved that the meeting be adjourned. Roberta Brooker seconded. Motion carried. Meeting adjourned at 2:00 p.m.