

OVERSIGHT COMMITTEE ON PUBLIC RECORDS

Regular Meeting September 21, 2011

11-09-21-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, September 21, 2011. The meeting was called to order by Chairperson John Jacob, Designee for Bruce Hartman, State Examiner, State Board of Accounts at 1:30 p.m. in Room 401, Indiana State Library. Members present constituting a quorum: Pam Bennett, Director, Indiana Historical Bureau; Jerry Bonnet, Designee for Charles P. White, Secretary of State; Caroline Bradley, Designee for Brian Arrowood, Chief Information Officer, Office of Technology; Roberta Brooker, Director, Indiana State Library; Jim Corridan, Director & State Archivist, Indiana Commission on Public Records; Anita Samuel, Governor's Office; Connie Smith, Designee for Robert D. Wynkoop, Commissioner, Department of Administration. Members absent: Joe Hoage, Public Access Counselor. Commission staff in attendance: Ted Cotterill, Deputy Director; Amy Robinson, Records Management; Beverly Stiers, County and Local Government Records Management. Guests in attendance: Bob Gardner, Secretary of State's Office; Kara Vetter, Indiana State Museum.

11-09-21-02

NEXT MEETING

John Jacob announced the next meeting would be held October 19, 2011 at 1:30 p.m. in Room 401, Indiana State Library. Jim Corridan mentioned that date might have to be changed.

11-09-21-03

PREVIOUS MEETING

Caroline Bradley moved approval of the July 27, 2011 minutes as presented, seconded by Pam Bennett. Ms. Bradley then stated there was a correction that needed to be made. On page 3 HIPPA should be spelled HIPAA. A vote was then taken to approve the Minutes as amended, motion carried.

11-09-21-04

OLD BUSINESS

None

11-09-21-05

DIRECTOR'S REPORT

Jim Corridan stated the State Records Center has completed its build-out of 310,000 cubic feet, so they are now the fourth largest record center in the United States for State Government. Mr. Corridan stated the past week the State Archives/Commission on Public Records held a National Conference with about 11 State Archivists in attendance visiting Indiana for three (3) days to talk about electronic records. Mr. Corridan stated one of the things they are going to be doing is reach out to National Association of Secretaries of State and work with them on projects. Mr. Corridan stated there is a follow-up meeting in Kentucky in about a month and Indiana is taking the lead in driving National State Archivists on this electronic records project.

Mr. Corridan stated Micrographics continues to create a lot of images and they are probably about 15% below where they were a year ago in the number of images being created.

Jim Corridan reported that in the next 12 months the Commission on Public Records is going to try and develop three (3) brand new retention schedules. Mr. Corridan stated we have already started the process for the Assessing Officials which does not currently exist, and we are also working on a Law Enforcement Schedule for Local Government which does not exist, and the third one is a huge undertaking which is a revision of the School Retention Schedule, which is a 70 page document which has not been revised in 16 years.

11-09-21-06

AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULES(S)

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

1. COMMISSION ON PUBLIC RECORDS

General Retention Schedule for all State Agencies

A motion was made by Connie Smith and seconded by Pam Bennett to approve Schedule No. 1 as submitted. Motion carried.

2. STATE PERSONNEL DEPARTMENT

Applicant Services Division

A motion was made by Caroline Bradley and seconded by Pam Bennett to approve Schedule No. 2 as submitted. Motion carried.

3. STATE PERSONNEL DEPARTMENT

Director's Office

A motion was made by Pam Bennett and seconded by Caroline Bradley to approve Schedule No. 3 as submitted. Motion carried.

4. INDIANA STATE MUSEUM AND HISTORIC SITES CORPORATION

Amy Robinson introduced Kara Vetter from this Agency. A motion was made by Caroline Bradley and seconded by Anita Samuel to approve Schedule No. 4 as submitted. Pam Bennett had questions regarding several of the record series that require filming and returning originals back to the State Museum where in some instances a copy of the film also goes back and in some instances it does not. Ms. Bennett wanted to know if it was designed that way or should there be a copy going back with everything. Ms. Bennett stated this refers to Record Series 81-06 which does not have a duplicate negative, 81-07-return hard copy plus duplicate, 81-08-return hard copy only, and 81-13-hard copy and duplicate negative, so it seems to jump back and forth. Kara Vetter stated she would be fine with just having the hard copy come back and storing the original roll with the State Archives. Amy Robinson stated it stayed the way it was and did not change. Ms. Bennett asked whether they need a copy of the duplicate. Ms. Vetter replied no. They are keeping the master anyway.

Ms. Bennett stated her second question has to do with the word agency being used throughout whereas it is a corporation in the law and everywhere else. Ms. Bennett asked if it should be corporation or should it be agency. Ms. Robinson stated the definition of agency is in the Commission on Public Records code citation, IC 5-15-5.1-1 (2), an agency means any State office, department, division, board, bureau, commission, authority or other separate unit of state government established by the constitution, law, or by executive or legislative order.

Jim Corridan made an amendment to the motion stating no duplicate needs to be created and sent to the State Museum, referring to Record Series 81-07 and 81-13. Caroline Bradley seconded the amendment. Motion carried.

5. COMMISSION ON PUBLIC RECORDS

Public Libraries Retention Schedule (LIB)

A motion was made by Pam Bennett and seconded by Connie Smith to approve Schedule No. 5 as submitted. Motion carried.

11-09-21-07

NEW BUSINESS

None

11-09-21-08

ADJOURNMENT

There being no further business, Connie Smith moved that the meeting be adjourned. Caroline Bradley seconded. Motion carried. Meeting adjourned at 1:44 p.m.