

OVERSIGHT COMMITTEE ON PUBLIC RECORDS
Combined November and December Meeting held December 7, 2011

11-12-07-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, December 7, 2011. The meeting was called to order by Secretary Jim Corridan, Director and State Archivist, in the absence of Chairman 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; Roberta Brooker, Director, Indiana State Library; Jim Corridan, Director & State Archivist, Indiana Commission on Public Records; Robert Gardner, Business Services Manager for Charles P. White, Secretary of State; Joe Hoage, Public Access Counselor; Anita Samuel, Governor's Office; Connie Smith, Designee for Robert D. Wynkoop, Commissioner, Department of Administration. Members absent: Caroline Bradley, Designee for Brian Arrowood, Chief Information Officer, Office of Technology; John Jacob, Designee for Bruce Hartman, State Examiner, State Board of Accounts. Commission staff in attendance: Ted Cotterill, Deputy Director; Amy Robinson, Records Management; Beverly Stiers, County and Local Government Records Management. Guests in attendance: Michael Sturm, Department of Child Services.

11-12-07-02

NEXT MEETING

Jim Corridan announced the next meeting would be held January 18, 2012 at 1:30 p.m. in Room 401, Indiana State Library.

11-12-07-03

PREVIOUS MEETING

Connie Smith moved approval of the October 26, 2011 minutes as presented, seconded by Pam Bennett. Motion carried.

11-12-07-04

OLD BUSINESS

None

11-12-07-05

DIRECTOR'S REPORT

Jim Corridan reported the Indiana Digital Archives was again named a Best State Website for genealogy by Family Tree Magazine. Mr. Corridan stated this is the second year in a row that the State Archives received this award and they are due congratulations. Mr. Corridan also stated Indiana is in the lead in trying to put together programming across the country for digital archiving and digital preservation, and that he is chairing a committee of State Archivists called the State Electronic Records Initiative. Indiana is being recognized as a leader in that area. Mr. Corridan stated he was told today that the Records Center is in good shape to take on both the records from the Department of Revenue as well as Family and Social Services Administration eligibility records that are coming in.

11-12-07-06

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 CHILD SERVICES

Child Support

Amy Robinson introduced Michael Sturm from this Agency. A motion was made by Joe Hoage and seconded by Anita Samuel to approve Schedule No. 1 as submitted. Motion carried.

2. DEPARTMENT OF WORKFORCE DEVELOPMENT

Adult Education

Amy Robinson stated she had two (2) corrections to make to that schedule which are both to the deletions at the end which will not affect the final version of the schedule. Ms. Robinson stated at the bottom of page 2 which states "Please Delete Record Series 84-883; it has been replaced by GRADM-4 on the General Retention schedule" this is a typo and should state GRADM-8. Ms. Robinson stated on page 3, the second item, 84-862, should be struck off entirely, this is not being deleted. A motion was made by Connie Smith and seconded by Pam Bennett to approve Schedule No. 2 as amended in the presentation. Connie Smith then stated on Record Series 84-777 she does not see where there was any change or amendment request. Amy Robinson stated there is no amendment request; this item is being transferred as is, along with this entire schedule, from the Department of Education to Workforce Development. Motion carried.

3. COMMISSION ON PUBLIC RECORDS

Records Management Division

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

4. COMMISSION ON PUBLIC RECORDS

Records Center

A motion was made by Anita Samuel and seconded by Pam Bennett to approve Schedule No. 4 as submitted. Motion carried.

5. COMMISSION ON PUBLIC RECORDS

County/Local General Retention Schedule (GEN)

Jim Corridan stated there is one (1) addition to this schedule on page 3, Item 10-19. Mr. Corridan stated the Association of Indiana Counties contacted us regarding the Treasurers' group requesting that there be some direction given as far as remote capture checks are concerned. A motion was made by Joe Hoage and seconded by Connie Smith to approve Schedule No. 5 as submitted. Mr. Corridan asked Ted Cotterill if the Treasurers were under the assumption that the retention of these checks is 10 years. Mr. Cotterill stated that they want their retention requirement to be fulfilled by the fact that the banks retain the checks; the State Board of Accounts says they have to keep them for three (3) years. Mr. Corridan stated he thinks three (3) years is probably fine, but the issue is the State Board of Accounts is saying they want paper copies kept at the courthouse for three (3) years. Mr. Corridan asked that this Retention Schedule be tabled until January. Pam Bennett moved that Retention Schedule 5 be tabled until January, seconded by Anita Samuel. Motion carried.

11-12-07-07

NEW BUSINESS

None

11-12-07-08

ADJOURNMENT

There being no further business, Pam Bennett moved that the meeting be adjourned. Anita Samuel seconded. Motion carried. Meeting adjourned at 1:45 p.m.