

OVERSIGHT COMMITTEE ON PUBLIC RECORDS  
Regular Meeting August 15, 2012

12-08-15-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, August 15, 2012. The meeting was called to order by Vice Chairperson Caroline Bradley at 1:36 p.m. in Conference Room 10 Indiana Government Center South-First Floor. Members present constituting a quorum: Pam Bennett, Director, Indiana Historical Bureau; Jerry Bonnet, Designee for Connie Lawson, Secretary of State; Caroline Bradley, Designee for Brian Arrowood, Chief Information Officer, 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; Connie Smith, Designee for Robert D. Wynkoop, Commissioner, Department of Administration; and Micah Vincent, Governor's Office.

Members absent: Roberta Brooker, Director, Indiana State Library; Joe Hoage, Public Access Counselor. Commission staff in attendance: Ted Cotterill, Deputy Director; Geoff Edwards and Tibaut Houzanme, Electronic Records, Amy Robinson, Records Management; Beverly Stiers, County and Local Government Records Management. Guests in attendance: Michael Sturm, Department of Child Services.

12-08-15-02

NEXT MEETING

Caroline Bradley announced the next meeting would be held September 19, 2012 at 1:30 p.m. in Conference Room 10, Indiana Government Center South, 1<sup>st</sup> Floor.

12-08-15-03

PREVIOUS MEETING

Pam Bennett moved approval of the July 11, 2012 minutes as presented, seconded by Connie Smith. Caroline Bradley stepped down and stated she was listed as Carolyn instead of Caroline in the last paragraph on page 4 and the 10<sup>th</sup> paragraph on page 5 of the minutes. Ms. Bradley also stated in this same paragraph on page 5, it should read that Ethics does require that Commissioners and board members take their training but not contractors and she believes the point was they were trying to get those people who serve on boards and commissions to take whatever training would be developed. Pam Bennett made a motion to approve the minutes as amended, seconded by Jim Corridan. Motion carried.

12-08-15-04

OLD BUSINESS

**1. ELECTRONIC RECORDS POLICY #12-01**

Jim Corridan – stated they are recommending the adoption of the Oversight Committee on Public Records Policy #12-01. It is very close to what was presented at the last meeting.

They took input from the OCPD Committee and others and tweaked the language somewhat. A guideline will be created for use of this policy.

A motion was made by Connie Smith to adopt the Electronic Records Policy #12-01 seconded by John Jacob.

Jerry Bonnet made a motion to table approval of Electronic Records Policy #12-01 pending Attorney General review, seconded by John Jacob. Motion carried.

## **2. EMAIL RETENTION POLICY #5-01**

Jerry Bonnet made a motion to table Email Retention Policy #5-01 pending Attorney General review, seconded by John Jacob. Motion carried.

12-08-15-05

### **DIRECTOR'S REPORT**

Jim Corridan stated a written report was sent in the packets to the OCPR Committee. The Department of Revenue has completed their transfer of somewhere just north of 40,000 cubic feet to the Records Center. They have also taken on all of the records from COPE which used to be the Commission on Proprietary Education, so all the transcripts and those records are now housed at the State Archives. The Micrographics Division produced about 17,000,000 images last year.

12-08-15-06

### **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 HEALTH**

##### **Maternal and Child Health**

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

#### **2. DEPARTMENT OF HEALTH**

##### **Women, Infants and Children**

A motion was made by Connie Smith and seconded by Jim Corridan to approve Schedule No. 2 as submitted. Motion carried.

#### **3. DEPARTMENT OF REVENUE**

##### **Compliance**

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

#### **4. DEPARTMENT OF REVENUE**

##### **Sales and Withholding**

A motion was made by John Jacob and seconded by Connie Smith to approve Schedule No. 4 as submitted. Motion carried.

#### **5. DEPARTMENT OF CHILD SERVICES**

##### **Child Welfare**

A motion was made by Pam Bennett and seconded by Jim Corridan to approve Schedule No. 5 as submitted. John Jacob stated the front page of the transmittal did not have all the signatures on it. Amy Robinson stated it had been circulated for approval and was put on the Agenda. Caroline Bradley stepped down and asked why on page 3 of 15 under Record Series 78-916, there is in bold "this is a critical record", it is a very similar record to all of the records on the schedule and none of the other records are marked as a critical record. Michael Sturm, a guest from this Agency, stated there were other record series that listed critical records and Jim Corridan stated the adoption records are marked critical. A vote was then taken and motion carried.

12-08-15-07

NEW BUSINESS

None

12-08-15-08

ADJOURNMENT

There being no further business, Connie Smith moved that the meeting be adjourned. Pam Bennett seconded. Motion carried. Meeting adjourned at 1:50 p.m.