

OVERSIGHT COMMITTEE ON PUBLIC RECORDS
Regular Meeting August 21, 2013

13-8-21-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, August 21, 2013. The meeting was called to order by Chairperson Joe Hoage, Public Access Counselor, at 1:30 p.m. in Conference Room 10 Indiana Government Center South-First Floor. Members present constituting a quorum: Pam Bennett, Director, Indiana Historical Bureau; Caroline Bradley, Designee for Paul Baltzell, 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; Amy Miller, Designee for Connie Lawson, Secretary of State; Connie Smith, Designee for Jessica Robertson, Commissioner, Department of Administration. Members absent: Roberta Brooker, Director, Indiana State Library. Commission staff in attendance: Ted Cotterill, Deputy Director; Amy Robinson, Records Management; Beverly Stiers, County and Local Government Records Management. Guests in attendance: None.

13-8-21-02

NEXT MEETING

Joe Hoage announced the next meeting would be held September 18, 2013 at 1:30 p.m. in Conference Room 10, Indiana Government Center South, 1st Floor.

13-8-21-03

PREVIOUS MEETING

Pam Bennett moved approval of the July 17, 2013 minutes as presented, seconded by John Jacob. Caroline Bradley stated on page 2, fourth paragraph, there is a reference to INDOT.gov and should be IN.gov and per Jim Corridan, change Indiana base with Indiana hosted solution. Caroline Bradley made a motion to approve the Minutes as amended, seconded by Jim Corridan. Motion carried. A vote was then taken on the original motion, motion carried.

13-8-21-04

OLD BUSINESS

None

13-8-21-05

DIRECTOR'S REPORT

Jim Corridan stated a copy of the Director's Report was given to the OCPR Committee with their packet, and he had nothing else to report at this time.

13-8-21-06

AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULES(S)

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

1. DEPARTMENT OF CORRECTION

Community Corrections

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

2. DEPARTMENT OF CORRECTION

Internal Affairs

A motion was made by Caroline Bradley and seconded by John Jacob to approve Schedule No. 2 as submitted. Caroline Bradley stated there are two (2) different Correspondence categories, Items No. 2 and 3 and they have very different retention periods. Ms. Bradley stated just from her experience the offender correspondence does sometimes have to do with things that could possibly turn into litigation, so they should have maximum retention period. Ms. Bradley stated the offender correspondence was three (3) years and the general correspondence was seven (7) because of litigation. Amy Robinson stated she thinks this is something they asked them about and it has always been three (3) years. Ms. Bradley stated she understands that but reading what the description was for general correspondence and just knowing that some of the offender correspondence that she has had to deal with sometimes leads to litigation. Ms. Robinson stated if offender correspondence becomes part of litigation, it would be in the offender packet. Jim Corridan stated he thought the retention schedule would be o.k. as is, but he asked Ms. Robinson to double check with the Department of Correction and if there is a problem, it will be amended at a future meeting. A vote was then taken, motion carried.

3. DEPARTMENT OF CORRECTION

Interstate Compact Agreement

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

4. DEPARTMENT OF CORRECTION

Jail Inspection Services

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

5. DEPARTMENT OF CORRECTION

Legal Services

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

6. DEPARTMENT OF CORRECTION

Staff Development and Training

A motion was made by Pam Bennett and seconded by John Jacob to approve Schedule No. 6 as submitted. Motion carried.

7. DEPARTMENT OF CORRECTION

Victim & Witness Services

A motion was made by John Jacob and seconded by Pam Bennett to approve Schedule No. 7 as submitted. Motion carried.

8. DEPARTMENT OF REVENUE

Bankruptcy

A motion was made by Connie Smith and seconded by Jim Corridan to approve Schedule No. 8 as submitted. Motion carried.

9. DEPARTMENT OF REVENUE

Fuel and Environmental Tax

A motion was made by Pam Bennett and seconded by Amy Miller to approve Schedule No. 9 as submitted. Motion carried.

10. DEPARTMENT OF REVENUE

Inheritance Tax

A motion was made by Caroline Bradley and seconded by John Jacob to approve Schedule No. 10 as submitted. Motion carried.

11. DEPARTMENT OF TRANSPORTATION

Accounting

A motion was made by Connie Smith and seconded by Amy Miller to approve Schedule No. 11 as submitted. Motion carried.

12. INDIANA STATE LIBRARY

All Divisions

A motion was made by Connie Smith and seconded by Caroline Bradley to approve Schedule No. 12 as submitted. Jim Corridan stated Pam Bennett raised a question this morning for Roberta Brooker about Items No. 10 and 11. Ms. Bennett stated her question is on Item No. 10, Public Gifts and Agreements, the retention states the information is being transferred to the Commission on Public Records, State Archives, for evaluation, sampling or weeding ten (10) years after the end of the calendar year of the gift agreement and basically then in Item No. 11, Private Donor Information, this is the same sort of thing but they are retaining the original electronic version permanently in agency due to agency need. Ms. Bennett's question was is anything kept at the agency in regard to public gifts and agreements because you are keeping it for the agency for private donor information but not for the public and she is confused what those two (2) meant. Jim Corridan stated public gifts and agreements are going to be things like the Department of Transportation transferring maps, private is for instance a former member of the board donates a collection of manuscripts and that is the distinction between them. Amy Robinson stated the reason electronic is mentioned for the private donor information is because they maintain a database for those items. Mr. Corridan stated that both types are probably catalogued and thus the retention should match, and then proposed tabling the schedule until the question could be addressed with State Library staff. Mr. Corridan stated there is a whole other issue wherein in the past they have had people donate funds to the library which are now being transferred to the Foundation and it is unclear what is supposed to be done, so that should probably be addressed here also. The motion was made tabled.

13. INTEGRATED PUBLIC SAFETY COMMISSION

All Divisions

A motion was made by Pam Bennett and seconded by Amy Miller to approve Schedule No. 13 as submitted. Motion carried.

14. PUBLIC DEFENDER OF INDIANA

All Divisions

A motion was made by John Jacob and seconded by Connie Smith to approve Schedule No. 14 as submitted. Motion carried.

13-8-21-07

NEW BUSINESS

Jim Corridan reported that October 1 marks the 100th Anniversary of the establishment of the State Archives in Indiana. The State Archives and the Indiana Division of the State Library were created in

the same piece of legislation. The Archives poster will be about the 100th Anniversary of the State Archives.

13-8-21-08

ADJOURNMENT

There being no further business, Caroline Bradley moved that the meeting be adjourned. John Jacob seconded. Motion carried. Meeting adjourned at 1:45 p.m.