

OVERSIGHT COMMITTEE ON PUBLIC RECORDS
Regular Meeting January 15, 2014

14-1-15-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, January 15, 2014. The meeting was called to order by Chairman Caroline Bradley, Designee for Paul Baltzell, Chief Information Officer, Office of Technology, at 1:30 p.m. in Conference Room 10 Indiana Government Center South-First Floor. Members present constituting a quorum: Adam Berry, Designee for Mike Pence, Governor; Mike Bozyski, Designee for Paul Joyce, State Examiner, State Board of Accounts; Caroline Bradley, Designee for Paul Baltzell, Chief Information Officer, Office of Technology; Luke Britt, Public Access Counselor; Connie Bruder, Interim Director, Indiana State Library; Jim Corridan, Director & State Archivist, Indiana Commission on Public Records; Fred Glynn, Lay Member; Connie Smith, Designee for Jessica Robertson, Commissioner, Department of Administration; Mallory Wilson, Designee for Connie Lawson, Secretary of State. Members absent: Pam Bennett, Director, Indiana Historical Bureau; Kristen Tucker, Journalism Lay Member. Commission staff in attendance: Ted Cotterill, Deputy Director; Amy Robinson, Records Management; Beverly Stiers, County and Local Government Records Management. Guests in attendance: None.

14-1-15-02

NEXT MEETING

Caroline Bradley announced the next meeting would be held February 19, 2014 at 1:30 p.m. in Conference Room 10, Indiana Government Center South, 1st Floor. Since there were many new members, everyone introduced themselves.

14-1-15-03

PREVIOUS MEETING

A motion was made by Connie Smith and seconded by Jim Corridan to amend the November, 2013 minutes to reflect Paul Joyce as the State Examiner. A vote was then taken and motion carried. Jim Corridan made a motion to approve the minutes of the December 18, 2013 meeting, seconded by Connie Bruder. Caroline Bradley stepped down and stated on page 3, fifth paragraph, it should say group instead of crop. Jim Corridan made a motion to approve the minutes as amended, seconded by Connie Smith, motion carried.

14-1-15-04

OLD BUSINESS

None

14-1-15-05

DIRECTOR'S REPORT

Jim Corridan welcomed the new members to the Oversight Committee. Mr. Corridan stated they have had some challenges with the recent snow, and the Records Center office was closed because of concerns over the roof due to heavy snow and potential structural concerns. The Department of Administration is looking at having the structure's integrity verified so the roof over the office area is secured and safe and we appreciate that. Mr. Corridan stated at this point they do not think there are any significant problems unless there is another massive snow storm. Mr. Corridan stated everything else is in the written report which was given to the OCPR Committee with their packet. Mr. Corridan stated the members may want to take a little bit of time to go to the back of the packet and there is a

report called Report of Monthly Activity/Status. Mr. Corridan stated this report shows you the different divisions within the Commission on Public Records and the things going on, i.e. the number of images microfilmed and scanned within the last month and year-to-date. Mr. Corridan stated the top two (2) sections, Micrographics and COM, are really the same area. Mr. Corridan stated the Records Center is the place where records are stored that still belong to an Agency, which is a records storage facility about eight (8) miles from here on 30th Street. Mr. Corridan stated this shows their holdings and they have about 310,000 cubic feet capacity and the State Archives is the bottom of this report. Mr. Corridan stated the Archives holds another 110,000 cubic feet of records basically. Mr. Corridan stated this report is generated on a monthly basis, so people can see what kind of activity is going on out there. Mr. Corridan stated there is a written report, Director's Report, that has a narrative which talks about the different divisions within the agency, number of hits on our website, the activity in the County Records Program, Records Management, Forms Management, etc.

14-1-15-06

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 EDUCATION

Student Services

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

2. DEPARTMENT OF HEALTH

Children with Special Health Care Services/Newborn Screening

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

3. COMMISSION ON PUBLIC RECORDS

Forms Management

A motion was made by Connie Smith and seconded by Connie Bruder to approve Schedule No. 3 as submitted. Motion carried.

14-1-15-07

NEW BUSINESS

Adopt OCPR Electronic Meeting Policy

Jim Corridan stated the purpose of this Policy is the State now has a provision under the Open Door Law that allows for committees and boards to have members not have to be physically present to participate in the meeting and vote, but the governing body, which in this case is the Oversight Committee on Public Records, would have to adopt the policy before them which would allow this. Mr. Corridan stated we are doing this because one of the two (2) new lay member designees is from Evansville, Indiana and she, he is sure, would be willing to drive up here four (4) hours one way for the meeting. Mr. Corridan stated because these meetings generally only last between 15 to 45 minutes, it is probably not a good use of her time to drive eight (8) hours for a 30 minute meeting. Mr. Corridan suggested the Oversight Committee adopt this policy to allow her to call in. Caroline Bradley stated it still requires the person to be present once a year and Mr. Corridan stated there is some caveat to this law and that is one of them, they must be present once a year. Mr. Corridan stated at least two (2) of the Committee have to be physically present at the meeting annually. Ted Cotterill said it is the gray area of two (2) members or one-third of the quorum. Mr. Cotterill stated is also requires a roll call vote when she is participating by phone.

Jim Corridan made a motion to adopt the Indiana Oversight Committee on Public Records Policy #13-01, Oversight Committee Member Meeting Participation by Electronic Communication, seconded by Connie Bruder. Motion carried.

Jim Corridan stated they have been contacted by the Town of Fishers and we will bring to next month's meeting a revision to the County/Local General Retention Schedule concerning GEN 10-2, County/Local Agency, Board of Commission Meeting Tapes. Mr. Corridan states you can destroy the tapes once the minutes are adopted by the governing board, and the change we are going to make is striking the word audio tapes because there are now video recordings of the meetings and do not have any legal approach to get rid of them.

14-1-15-08

ADJOURNMENT

There being no further business, Connie Smith moved that the meeting be adjourned. Luke Britt seconded. Motion carried. Meeting adjourned at 1:45 p.m.