

OVERSIGHT COMMITTEE ON PUBLIC RECORDS  
Regular Meeting February 19, 2014

14-2-19-01

**CALL TO ORDER AND ROLL**

A regular meeting of the Oversight Committee on Public Records was held Wednesday, February 19, 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: Pam Bennett, Director, Indiana Historical Bureau; 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; Connie Smith, Designee for Jessica Robertson, Commissioner, Department of Administration; Mallory Wilson, Designee for Connie Lawson, Secretary of State. Members absent: Adam Berry, Designee for Mike Pence, Governor; Fred Glynn, Lay Member; Kristen Tucker, Journalism Lay Member. Commission staff in attendance: Amy Robinson, Records Management; Beverly Stiers, County and Local Government Records Management. Guests in attendance: Sarah Ballenger, Department of Administration.

14-2-19-02

**NEXT MEETING**

Caroline Bradley announced the next meeting would be held March 19, 2014 at 1:30 p.m. in Conference Room 10, Indiana Government Center South, 1<sup>st</sup> Floor. Jim Corridan stated the meeting would need to be changed to March 26, 2014 and a meeting request would be sent on this.

14-2-19-03

**PREVIOUS MEETING**

A motion was made by Connie Smith and seconded by Luke Britt to approve the minutes of the January 15, 2014 meeting. Motion carried.

14-2-19-04

**OLD BUSINESS**

None

14-2-19-05

**DIRECTOR'S REPORT**

Jim Corridan stated the Commission on Public Records is working on several projects. Mr. Corridan stated they are in the midst of working on an agreement with the Supreme Court to identify and index the Supreme Court records from about 1890 to 1970 that are stored in the Records Center. Mr. Corridan stated there is actually no inventory so they do not know where a specific court case is located. Mr. Corridan stated they are all boxed up but there is no way to know how to locate a specific case, so they are going to go through and help them identify them and could put them online.

The State Bicentennial Commission, on behalf of the Governor's office, has been asked to look at the possibility of raising funds for a capital project for a State Archives building.

Mr. Corridan reported the Records Center Office has been shut down for 5 days in the past 30 days because of concern that the roof might collapse due to heavy snows and ice. Mr. Corridan stated the most recent time occurred yesterday. IDOA has been helpful in trying to get structural inspections and analysis to verify the capacity of ice and snow the roof will hold.

The Commission on Public Records is working with IOT in an effort to develop a systematic methodology to transfer senior staff emails to the State Archives when they depart State government. Mr. Corridan stated IOT doesn't own the data, but are the custodian of the data. If someone leaves, could there be a question on the form to have Agency heads' emails sent to the Archives? Caroline Bradley stated the normal process is called a CAA form, Computer Account form, and you are requesting a copy and in the process have them transferred to your supervisor or someone taking your place or whatever. Ms. Bradley said the problem here is IOT is not the owner and cannot give them to another Agency. Ms. Bradley stated even when they get a subpoena they have to go back to the Agency of record and there is one minor exception which is from the Inspector General or internal investigation. Ms. Bradley said the problem is in some cases there is information in there that does not need to be retained and an Agency will want to pull that out so they are giving what is the permanent record to Archives. Ms. Bradley stated she is sure there is a solution and IOT is kind of in the middle of it and she said it is not creating the record, and they are not in a position to just turn it over. Luke Britt stated it would be inappropriate for an agency to redact or modify the emails after the employee left, and that the transfer to the Archives should reflect the employee's complete email.

14-2-19-06

#### 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

###### School Transportation

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

##### 2. DEPARTMENT OF LABOR

###### INSafe

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

##### 3. COUNTY/LOCAL GENERAL RETENTION SCHEDULE (GEN)

###### GEN10-2, County/Local Agency, Board or Commission Meeting Tapes

A motion was made by Pam Bennett and seconded by Mike Bozyski to approve the change in Record Series GEN 10-2, County/Local Agency, Board or Commission **Meeting Tapes** Schedule No. 3 to County/Local Agency, Board of Commission **Meeting Recordings** as submitted. Jim Corridan stated just for clarification this change was mentioned at last month's meeting and deals with the fact that some agencies are recording on audio tapes, some on video, and there was no direction on these different types of media, so this will now allow you to destroy them once the meeting minutes are actually adopted by the governing body. A vote was then taken and motion carried.

Pam Bennett stated there was a time over the years where when you were doing retention schedules, you would indicate whether it is being the text, title description or retention period that was being amended and it was highlighted or underlined or something. Ms. Bennett said that is very helpful. Jim Corridan stated that is in the draft and there are two (2) different things, county and State and

when State retention schedule drafts are circulated to the State Board of Accounts, Historical Bureau, Commission on Public Records they are there. Mr. Corridan stated on the county retention schedules, they are not there. Ms. Bennett stated what she was saying is they were not there on the State schedules. Amy Robinson stated only if the description is being changed and there is no change to retention. Ms. Robinson stated the only time there is a note about which part is being changed is if the change is to description only. Mr. Corridan asked Ms. Bennett if it would be helpful if we highlight the change and Ms. Robinson stated there is no way to highlight the actual words being changed because the document is sent to the Agency as a PDF to be printed and physically signed. Mr. Corridan suggested maybe they could do it in color and they will work on it.

14-2-19-07

#### NEW BUSINESS

Jim Corridan stated the Commission on Public Records provides microfilming services to Agencies that require this and they have been working with IDOA to get RFP for the purchase of film. Mr. Corridan stated he just learned this morning the price of film has escalated again and in one instance so significantly that they need to change the fees because of this increase. Mr. Corridan stated right now we were currently assuming a cost of \$14.29 for a 35 mm roll of film and the new price is \$33.39. Mr. Corridan stated there is no way we can absorb \$20.00 per roll internally, and what we are going to ask is that the Oversight Committee on Public Records increase the price of 33 mm film by \$20.00 which is a significant increase and at the same time we are going to see if we can get all the other State Archives to create a consortium to buy this in mass bulk so they can drive down the price. Mr. Corridan stated the 16 mm film had been \$9.00 per roll and the new price for that is \$12.08, so we would ask for a \$3.00 increase on the items requiring 16 mm microfilming.

Jim Corridan explained the difference between the two is 35 mm is used for oversized images, so when you think about some of the old State Board of Accounts local record books, i.e. marriage application records, deed records, those oversized books and newspapers are filmed on 33 mm film. Mr. Corridan stated 8½ x 11 or 8½ x 14 are all done on 16 mm film.

Jim Corridan moved that the Oversight Committee on Public Records increase beginning April 1, 2014 the price for 33 mm microfilming by \$20.00 and the price for 16 mm microfilming by \$3.00 per 100 foot roll, seconded by Connie Smith. Motion carried.

Mr. Corridan was asked if he had any idea why the price had jumped and he stated he is sure it is because there is a huge trend toward digital, Kodak just dropped out of the market, which means Fuji is another monopoly, so all these different pressures are being applied here and there is not that much competition so they are able to jack with the price. Pam Bennett asked from a public relations standpoint would it be appropriate to add in the motion something to the effect to match the increase in cost from vendors. Mr. Corridan amended his motion to include this statement and Connie Smith seconded the amended motion. Mr. Corridan stated we have about six (6) week's worth of film in stock, so this will give us the ability to tell Agencies ahead of time about the price increase.

A vote was then taken and motion carried.

Connie Smith introduced her guest, Sara Ballenger, new Executive Assistant for Department of Administration. Ms. Smith said she is new to State Government, so she is learning a lot about how to do things and she thought public records would be an excellent introduction to the basics of State Government.

14-2-19-08

ADJOURNMENT

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