

NOTICE OF MEETING AND AGENDA

January 26, 2022, 10:00 a.m. Eastern Time

Indiana Archives and Records Administration

Meeting Location: Indiana Government Center South, Conference Center Room D

MEETING OF THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS

I. CALL TO ORDER

II. ROLL CALL

III. **DATE OF NEXT MEETING** – February 23, 2022 at 10:00 a.m.

IV. **APPROVAL OF MINUTES** – October 27, 2021

V. **DIRECTOR'S REPORT** – Chandler Lighty, Executive Director

VI. OLD BUSINESS

VII. RECORDS RETENTION AND DISPOSITION SCHEDULES (Action needed)

1. Department of Administration / Department of Child Services Ombudsman
2. Alcohol and Tobacco Commission / agencywide schedule
3. Department of Environmental Adjudication / agencywide schedule
4. Department of Natural Resources / Division of Oil & Gas
5. Natural Resources Commission
6. Public Retirement System / agencywide schedule
7. Department of Revenue / agencywide schedule
8. State Employee Appeals Commission / agencywide schedule

VIII. NEW BUSINESS

1. Election of Officers: Chair and Vice-Chair
2. Mailbox Retention Policy
3. Forms Management improvements
 - i. Proposed changes
 - ii. Implementation status

IX. MEETING ADJOURNMENT