

# NOTICE OF MEETING AND AGENDA

**January 31, 2024, 10:00 a.m. Eastern Time**

**Indiana Archives and Records Administration**

**Meeting Location:** Indiana Government Center South, Conference Center Room 12

## MEETING OF THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. DATE OF NEXT MEETING** – February 28, 2024 at 10:00 a.m.
- IV. APPROVAL OF MINUTES** – December 20, 2023
- V. DIRECTOR’S REPORT** – Chandler Lighty, Executive Director
- VI. OLD BUSINESS**
  1. Public Access Request Portal
- VII. RECORDS RETENTION AND DISPOSITION SCHEDULES (Action needed)**
  1. Administration/Public Works
  2. Law Enforcement Academy
- VIII. NEW BUSINESS**
  1. Election of Officers
- IX. MEETING ADJOURNMENT**