

NOTICE OF MEETING AND AGENDA

April 24, 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 – June 19, 2024 at 10:00 a.m. (May is cancelled due to anticipated lack of business)

IV. APPROVAL OF MINUTES – January 31, 2024

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

VI. OLD BUSINESS

1. None

VII. RECORDS RETENTION AND DISPOSITION SCHEDULES (Action needed)

1. State Agencies General Retention Schedule
2. Archives and Records Administration / Agencywide Schedule
3. Archives and Records Administration / Forms Management
4. Department of Administration / Department of Correction Ombudsman
5. State Comptroller / Agencywide Schedule
6. Finance Authority / Agencywide Schedule
7. Finance Authority / Recreational Development Commission
8. Finance Authority / State Revolving Loan Fund
9. Secretary of State / Election Division

VIII. NEW BUSINESS

1. Follow-up on controls for retention schedule revisions

IX. MEETING ADJOURNMENT