

# MEETING MINUTES

May 25, 2022, 10: 00 a.m. Eastern Time

Indiana Archives and Records Administration

Meeting Location: IGC South Conference Center, Room D

## MEETING OF THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS

### 2022-05-25-1: CALL TO ORDER

A meeting of the Oversight Committee on Public Records was held on Wednesday, May 25, 2022. The meeting was called to order by Chairperson Jake Speer at 10:01 a.m.

**A roll call was conducted to determine members present constituting a quorum:** Luke Britt (Public Access Counselor), Jim Ehrenberg (Designee for Tracy Barnes, Chief Operating Officer, Office of Technology), Tammy Glickman (designee for Rebecca Holwerda, Commissioner, Department of Administration), Tamara Hemmerlein (Lay Member / Oversight Committee Vice-Chair – via conference call), Beth Kelley (Designee for Paul Joyce, State Examiner, State Board of Accounts), Chandler Lighty (Executive Director of the Indiana Archives and Records Administration / Oversight Committee Secretary), Michael Nosselt (Governor's Designee), Jacob Speer (Director of the Indiana State Library / Oversight Committee Chair), Scott Uecker (Professional Journalist / Lay Member).

**Members absent:** Jerry Bonnet (Designee for Holli Sullivan, Secretary of State).

#### IARA staff in attendance:

**State Archives** – Claire Horton (via conference call).

**Records Management** – Amy Christiansen (Records Management Liaison), Amy Robinson (Records Analyst).

**Guests:** Thomas Woodring, Public Access Counselor Intern

### 2022-05-25-2: NEXT MEETING

The next meeting of the OCPD is scheduled to be held on Wednesday, June 29, 2022, at 10:00 a.m. in Indiana Government Center South, Conference Center Room D.

### 2022-05-25-3: PREVIOUS MEETING

A motion was made by Tammy Glickman, seconded by Jim Ehrenberg, to approve the minutes of the last regular meeting of the OCPD held on Wednesday, April 27, 2022. Motion carried.

### 2022-05-25-4: DIRECTOR'S REPORT

IARA Executive Director Chandler Lighty submitted the Director's Report previously distributed to the OCPD for review. The report includes a narrative from: Claire Horton (Deputy Director, State Archives), Meaghan Fukunaga (Deputy Director, Records Management), Kim Hagerty (Director of the State Imaging and Microfilm Lab), and Samantha Putnam (Director of the State Records Center).

Highlights presented to the Committee:

- The new building project is in the development phase, with cost estimates expected on May 31st. Estimates are expected to be higher than originally predicted due to construction costs, materials pricing, and inflation, but this is true for most current capital projects and not expected to be a problem.
- IARA is close to beginning testing on IOT's supported solution for long-term electronic records, hopefully in the next few weeks, to replace the current failed on-premise solution.
- Improvements to Forms Management are ongoing, with two new staff to be hired to cover current vacancies and be ready to deal with upcoming surges in form requests due to legislative changes.
- The State Archives and FamilySearch continue to digitize naturalization records, a record series of high interest to genealogists that should prove extremely popular once the project is complete.

## 2022-05-25-5: OLD BUSINESS

### 1. Mailbox Retention Policy

A final draft was presented for discussion and approval; Chandler Lighty offered to respond to any concerns or questions before a vote was called.

Jim Ehrenberg offered two points: first, that something being written into a policy is no guarantee that people will do it, and second, that technological solutions such as AI and e-discovery applications discussed in previous meetings will be imperative to assist agencies in following their responsibilities.

Chandler Lighty agreed with this, and stated that the likely next step after the policy is approved would be for IARA to open a project with IOT to begin searching for solutions and compiling budget numbers. However, since that will likely be a multi-year endeavor, the policy should be put in place first.

Additional discussion established that this policy is largely concerned with describing what SPD, IARA, and IOT will do to capture high-level policy records and make sure that agencies have a reasonable but specific amount of time to fulfill their retention requirements, not with listing out agency records retention responsibilities or compelling certain actions from them. Agency responsibilities are laid out in retention schedules; encouraging and assisting compliance with them is a user education issue on IARA's end.

Michael Nossett added that this is the right time for agency heads to begin discussions about managing transitions at the end of the Holcomb administration, and this policy is a good step in getting those conversations started. He also mentioned that there is an upcoming meeting of agency General Counsels, which might be an excellent opportunity for Chandler to promote awareness of records preservation issues around administrative transitions.

A motion to approve O CPR Policy 22-01, *Retention, Disposition, and Archival Responsibilities for State Staff Electronic Mailboxes*, was made by Tammy Glickman, seconded by Scott Uecker. Motion carried.

### 2. Re-adoption of 60 IAC 2

Tammy Glickman stated that she has not had the chance to review the statutes in the existing Rule yet. Chandler Lighty explained that buy-in for microfilm from agencies is on the wane, so while this Rule needs to be re-adopted this year, decisions about whether to revise it or let it expire will probably need to be made before the next re-adoption date. Tammy asked if any of the content needs to be updated for this re-adoption, because she can verify the statutes, but not the technical standards that are the main content of the Rule. Chandler explained that the standards still hold, but he will consult with the SIML Director to see if there is anything she recommends changing.

## 2022-05-25-6: RECORDS RETENTION AND DISPOSITION SCHEDULES (Action needed)

### 1. Department of Revenue/Special Tax

A motion was made by Tammy Glickman, seconded by Luke Britt, to adopt Schedule 1. Motion carried.

## 2022-05-25-7: NEW BUSINESS / DISCUSSION

### 1. Public Access Portal: Luke Britt noted that a meeting with IOT and IN.gov staff was scheduled for May 26 about the ongoing concept of a central portal for public access requests to state government agencies. Jim Ehrenberg stated that he had not been aware of the project; Luke suggested that he and Jim may need to talk about that outside of the O CPR meeting, because he has some concerns.

Jim voiced concerns of his own about such a portal making the challenging task of responding to discovery and public access requests even harder by vastly increasing their number. Luke added that he has never come across a situation where a constituent had a problem submitting a public access request in the existing manner, but he also understands that a uniform portal could be good for consistency and from a customer service perspective.

Chandler Lighty shares Jim and Luke's concerns, but noted that the public access portal for Utah (created by NIC, parent company of Indiana Interactive) seems designed to limit the type of records that can be requested through it to more common records that are simple to provide, which may be a possible direction for an Indiana portal.

**Next steps:** Luke will attend the meeting mostly as an observer to get a firmer picture of current plans, and will also forward the meeting invitation to Chandler.

## **2022-05-25-8: ADJOURNMENT**

There being no further business before the Committee, a motion was made by Chandler Lighty, seconded by Jim Ehrenberg, to adjourn the meeting at 10:42 a.m. Motion carried.