

# MEETING MINUTES

**February 22, 2023, 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

### 2023-02-22-1: CALL TO ORDER

A meeting of the Oversight Committee on Public Records was held on Wednesday, February 22, 2023. The meeting was called to order by Chairperson Jake Speer at 10:00 a.m.

**A roll call was conducted to determine members present constituting a quorum:** Jerry Bonnet (Designee for Diego Morales, Secretary of State), Tammy Glickman (designee for Rebecca Holwerda, Commissioner, Department of Administration), Tamara Hemmerlein (Lay Member / Oversight Committee Vice-Chair), Beth Kelley (Designee for Paul Joyce, State Examiner, State Board of Accounts), Amy Kippenbrock (County Commissions of Public Records Representative), 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:** Luke Britt (Public Access Counselor), Jim Ehrenberg (Designee for Tracy Barnes, Chief Operating Officer, Office of Technology).

**IARA staff in attendance:** Meaghan Fukunaga (Deputy Director for Records Management), Amy Christiansen (Records Management Liaison, via call-in), Anna Lucas (Electronic Records Archivist), Amy Robinson (Records Analyst).

**Guests:** None

### 2023-02-22-2: NEXT MEETING

The next meeting of the OCPR was scheduled to be held on Wednesday, March 29, at 10:00 a.m. in Indiana Government Center South, Conference Center Room D. [Later cancelled due to availability issues, with the next meeting scheduled for Wednesday, April 26.]

### 2023-02-22-3: PREVIOUS MEETING

Motion by Jerry Bonnet, seconded by Scott Uecker, to approve the minutes of the last regular meeting of the OCPR held on Wednesday, October 26, 2022. Motion carried.

### 2023-02-22-4: DIRECTOR'S REPORT

IARA Executive Director Chandler Lighty submitted the Director's Report previously distributed to the OCPR 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:

**HB 1256**, the IARA agency bill, has moved from the House to the Senate. The main reason for the bill is to decrease IARA's involvement with state forms; there is also general cleanup and removal of two outdated duties assigned to OCPR. If passed, it will go into effect July 1<sup>st</sup>.

**HB 1167** originally required the State Archives to accept electronic recordings of all public meetings in Indiana. That provision has been removed from the bill after correspondence with IARA.

**HB 1293** gives county coroners an exemption to IARA retention schedules and policies. This has moved on to the Senate and Chandler has spoken with the Senate advisors for the bill.

**HB 1438** previously affected IARA, the Public Access Counselor, and IOT. That bill has been amended to form a summer study committee and no longer affects the listed agencies at this time.

## 2023-02-22-4: DIRECTOR'S REPORT (continued)

**HB 1591**, Education Matters, had an IARA-related amendment added after the February Director's Report went out. As written, it would remove much of IARA's statutory power to define records retention periods and formats, and instead assign blanket retention periods to all records depending on their format. A report has been submitted to the sponsor pointing out the issues with this and noting that IARA is already in the middle of revising the retention schedule for public educational institutions.

**Action on the new IARA building** is waiting on approval of the current biennial budget bill.

## 2023-02-22-5: OLD BUSINESS

**Public Access Portal:** Michael Nossett reported that the Governor's Office portal should go live the week after the OCPD meeting. In addition to submitting requests, users will also be able to see all previous requests submitted through the portal, and any responsive records, as well as frequently requested records that predate the portal, such as the Governor's financial disclosure statements and oath of office. Future portals for other agencies are in the early stages of development and should roll out in the spring.

## 2023-02-22-6: RECORDS RETENTION AND DISPOSITION SCHEDULES (Action needed)

Deputy Director Meaghan Fukunaga reported on IARA's Listening Tour project, and how conversations with agencies have led to several of the retention schedules listed here being revised after many years. IARA staff cited Caleb Slocum's hard work on the Dept. of Administration/Public Works retention schedule, which had not been updated since the 1980s. IARA believes that this is the beginning of a significant shift to more long-term records being held by agencies and transferred to the State Archives in electronic format.

### Retention Schedules:

1. **County / Local General Retention Schedule:** motion to adopt by Tammy Glickman, seconded by Tamara Hemmerlein. Motion carried.
2. **County / Local: Assessors:** motion to adopt by Scott Uecker, seconded by Tammy Glickman. Motion carried.
3. **County/Local: Special Districts:** motion to adopt by Tammy Glickman, seconded by Scott Uecker. Motion carried.
4. **State Agencies General Retention Schedule:** motion to adopt by Jerry Bonnet, seconded by Tamara Hemmerlein. Motion carried.
5. **Dept. of Administration / Public Works:** motion to adopt by Tammy Glickman, seconded by Jerry Bonnet. Motion carried.
6. **Dept. of Health / Vital Records:** motion to adopt by Tamara Hemmerlein, seconded by Tammy Glickman. Motion carried.
7. **Natural Resources Commission:** motion to adopt by Jerry Bonnet, seconded by Tammy Glickman. Motion carried.
8. **Dept. of Natural Resources / Historic Preservation:** motion to adopt by Tammy Glickman, seconded by Jerry Bonnet. Motion carried.
9. **Dept. of Natural Resources / State Parks and Reservoirs:** motion to adopt by Tammy Glickman, seconded by Scott Uecker. Motion carried.
10. **Secretary of State (agencywide):** motion to adopt by Scott Uecker, seconded by Chandler Lighty. Motion carried.

## 2023-02-22-7: NEW BUSINESS / DISCUSSION

Executive Director Lighty updated the Committee on the recent passing of Beverly Stiers, long-time OCPD recording secretary and retired county/local records analyst.

## 2023-02-22-8: ADJOURNMENT

There being no further business before the Committee, a motion was made by Chandler Lighty, seconded by Tammy Glickman, to adjourn the meeting at 10:21 a.m. Motion carried.