

NOTICE OF MEETING AND AGENDA

March 15, 2006, 1:30 P.M.

Indiana Commission on Public Records

Room E418, Indiana Government Center South

MEETING OF THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS

- I. CALL TO ORDER
- II. DATE OF NEXT MEETING (April 19, 2006)
- III. APPROVAL OF MINUTES (February 15, 2006)
- IV. OLD BUSINESS
 - 1. PUBLICATION OF NONRULE POLICY DOCUMENTS
 - 2. LEGISLATIVE UPDATES
 - 3. EMAIL RETENTION POLICY IMPLEMENTATION REVIEW
 - 4. RECORD CENTER FEE STRUCTURE PROPOSAL
 - 5. SCANNING STANDARDS FOR CREATING ELECTRONIC RECORDS
- V. DIRECTOR'S REPORT
- VI. RECORDS RETENTION AND DISPOSITION SCHEDULE(S) (Action Needed)
 - 1. COMMISSION ON PUBLIC RECORDS.....02/21/06
Forms Management Division
 - 2. STATE DEPARTMENT OF HEALTH.....02/27/06
Acute Care Division
- VII. NEW BUSINESS
- VIII. MEETING ADJOURNMENT