

**NOTICE OF MEETING AND AGENDA**

**June 19, 2019, 10:00 A.M.**

Indiana Archives and Records Administration  
Conference Room 12  
Indiana Government Center South-First Floor

**MEETING OF THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS**

- I. CALL TO ORDER
- II. DATE OF NEXT MEETING (July 17, 2019-Room 12)
- III. APPROVAL OF MINUTES (March 20, 2019)
- IV. NEW BUSINESS
  - 1. Correction of Minutes from March 2018 OCPR Meeting
  - 2. Readoption of rules under IC 4-22-2.5
    - A. 60 IAC 3 ELECTRONIC COPIES OF FORMS
    - B. 60 IAC 4 COMMERCIAL USE OF GOVERNMENTAL RECORDS OF THE COMMISSION
- V. DIRECTOR'S REPORT
- VI. RECORDS RETENTION AND DISPOSITION SCHEDULE(S) (Action Needed)
  - 1. Family and Social Service Administration, Agency wide
  - 2. Family and Social Service Administration, Disability and Rehabilitation, Quality Improvement
  - 3. Family and Social Service Administration, Mental Health and Addiction
  - 4. Department of Health, Cancer Registry
  - 5. Department of Health, Legal Affairs
  - 6. Department of Homeland Security, Fire and Building Safety
  - 7. Judicial Administration, Supreme Court Disciplinary Commission
  - 8. Law Enforcement Academy
  - 9. Bureau of Motor Vehicles, Audit Services
  - 10. Bureau of Motor Vehicles, Branch Operations and Bureau of Motor Vehicles Commission
  - 11. Bureau of Motor Vehicles, Driver Services
  - 12. Bureau of Motor Vehicles, Security and Investigations
  - 13. Department of Transportation, Economic Opportunity
  - 14. Department of Workforce Development
- VII. OLD BUSINESS
  - 1. Electronic Meetings Policy draft – proposed revision of OCPR Policy 14-01
  - 2. Use of Records in the Indiana State Archives 05-02-Revision of SF 48404
- VIII. MEETING ADJOURNMENT