

OVERSIGHT COMMITTEE ON PUBLIC RECORDS
Regular Meeting December 20, 2006

06-12-20-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, December 20, 2006. The meeting was called to order by Chairperson Liz Keele, Designee for Todd Rokita, Secretary of State, at 1:30 p.m. in E418, Indiana Government Center South. Members present constituting a quorum: Pam Bennett, Director, Indiana Historical Bureau; Jim Corridan, Director & State Archivist, Indiana Commission on Public Records; Caroline Bradley for Chris Cotterill, Designee for Karl Browning, Director, Indiana Office of Technology; John Jacob, Designee for Bruce Hartman, State Examiner, State Board of Accounts; Elizabeth Barrett, Designee for Carrie Henderson, Commissioner, Department of Administration; Nancy Turner, lay member. Members absent were: Roberta Brooker, Interim Director, Indiana State Library; Karen Davis, Public Access Counselor; Anita Samuel, Governor's Office. Commission staff in attendance: Amy Robinson, Records Management; Beverly Stiers, County and Local Records Management. Guests in attendance: Will Frayer, PERF.

06-12-20-02

NEXT MEETING

Liz Keele announced the next meeting would be held January 17, 2007 at 1:30 p.m. in E418, Indiana Government Center South. The November, 2006 meeting was cancelled.

06-12-20-03

PREVIOUS MEETING

John Jacob moved approval of the minutes as presented of the October 18, 2006 meeting. Pam Bennett seconded. Motion carried.

06-12-20-04

OLD BUSINESS

None

06-12-20-05

DIRECTOR'S REPORT

Jim Corridan reported that Elizabeth Barrett is the designee today for Carrie Henderson, Commissioner, Department of Administration. Kevin Ober is now in the Governor's office.

06-12-20-06

AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULES(S)

The Oversight Committee on Public Records took the following action regarding retention and disposition schedules.

1. PUBLIC EMPLOYEES' RETIREMENT FUND.....12/13/06
2. DEPARTMENT OF REVENUE.....12/13/06
Inheritance Tax Division
3. STATE LOTTERY COMMISSION (PR-2).....12/12/06

In regard to Schedule No. 1, Public Employees' Retirement Fund, Amy Robinson introduced Will Frayer, Staff Attorney for PERF. There being no questions or comments, a motion was made by Pam Bennett and seconded by Nancy Turner to approve Schedule No. 1 as submitted. Motion carried.

In regard to Schedule No. 2, Department of Revenue, Inheritance Tax Division, there were no questions or comments. A motion was made by Pam Bennett and seconded by John Jacob to approve Schedule No. 2 as submitted. Jim Corridan then stated he would like to make a substitute motion which was distributed to the members. Mr. Corridan stated we are basically amending the existing one to add the second item to it, because there is no difference in retention. Pam Bennett asked if when this is done, you do not change the Record Series number. Amy Robinson stated if new items to the description of the original one are added, the Record Series number is not changed, it is just expanding the description of the file to its group of records to include an additional item. Ms. Robinson stated the original title is still there and we just added to it. Mr. Corridan stated so whatever used to be collected under this number will still be collected under this number. Mr. Corridan asked if we have anything that tracks the fact that there was an amendment other than the minutes. Ms. Robinson stated from day forward since we started creating the new version of the database we have always add a note that says last amended blank meeting.

Ms. Bennett stated that was fine, because if anyone has a question they can check with the Commission on Public Records, and someone will be able to go into the database and see on a certain date it was amended. Mr. Corridan stated the rationale behind this particular change is so that we do not increase the size of Record Series numbers. Pam Bennett amended the motion to accept the change of title only as distributed at the meeting. Jim Corridan seconded. Motion carried

In regard to Item No. 3, State Lottery Commission (PR-2), Jim Corridan stated the premise here is basically to provide the Hoosier Millionaire video and the TV game show reports, program which has been discontinued and sounds like it will not be coming back, to be transferred to the State Archives as historical information. Mr. Corridan stated this is a one time PR-2. There being no questions or comments, a motion was made by Nancy Turner and seconded by John Jacob to approve Schedule No. 3 as submitted. Motion carried.

06-12-20-07

NEW BUSINESS

None

06-12-20-08

ADJOURNMENT

There being no further business, Nancy Turner moved that the meeting be adjourned. John Jacob seconded. Motion carried. Meeting adjourned at 1:42 p.m.