

OVERSIGHT COMMITTEE ON PUBLIC RECORDS
Regular Meeting January 17, 2007

07-01-17-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, January 17, 2007. 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: Elizabeth Barrett, Designee for Carrie Henderson, Commissioner, Department of Administration; 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; Karen Davis, Public Access Counselor; John Jacob, Designee for Bruce Hartman, State Examiner, State Board of Accounts; Nancy Turner, lay member. Members absent were: Roberta Brooker, Interim Director, Indiana State Library; Anita Samuel, Governor's Office. Commission staff in attendance: Larry Hummel and Amy Robinson, Records Management; Beverly Stiers, County and Local Records Management. Guests in attendance: Scott Huffman, FSSA.

07-01-17-02

NEXT MEETING

Liz Keele announced the next meeting would be held February 21, 2007 at 1:30 p.m. in E418, Indiana Government Center South.

07-01-17-03

PREVIOUS MEETING

Pam Bennett moved approval of the minutes as presented of the December 20, 2006 meeting. John Jacob seconded. Motion carried.

07-01-17-04

OLD BUSINESS

None

07-01-17-05

DIRECTOR'S REPORT

Mr. Corridan has asked the Records Management staff to starting working with the State Agencies to begin a review of every retention schedule and consolidate all of the items that should be in the General Retention Schedule, but are not. Mr. Corridan stated we have Agencies that have not come before this Committee since 1979. Agencies are all over the place; for instance, INDOT has retention schedules that say they only have to retain some of their accounting records for three (3) years, which is an issue because the General Retention Schedule requires 10 years for records in question. Mr. Corridan stated we need to get this cleaned up. Mr. Corridan stated we are going to go through all of the retention schedules and our hope is that we reduce at least 50% of the record series within these retention schedules.

Mr. Corridan stated the reason we are doing all of this is because of electronic records as we expect an individual employee across State Government has to know how long the retention is for some particular electronic record, that is born electronically, and they are going to have to have a better comprehension of how this all works.

Jim Corridan stated this brings up something that Karen Davis has suggested to us. Ms. Davis has suggested, on the issue of Confidential and Partially Confidential records, not writing that into the

individual record series and the specifics, like “This record is partially confidential, based on whatever”, because in 1980 these records were partially confidential, the record series never gets changed and so everyone assumes the records are still partially confidential. Since then, the records are either completely confidential, they may still be partially confidential, or they are totally open to the public, but the record series never gets changed. Mr. Corridan stated we are working at changing this and either incorporating “see Indiana Code Section (whatever) for confidentiality requirements” and put that either at the top of the Agency schedule or list it individually as appropriate. Mr. Corridan stated we are going to change the way we do all of that, because we send a signal that something is or is not confidential and it looks like that’s the way it is today and it may have been changed over time and we are not keeping up with the Code.

Jim Corridan stated the last thing he wanted to bring up is currently there is at least one (1) and possibly two (2) bills that could affect the Commission on Public Records. One is a bill that is being considered by Representative Mike Murphy of Indianapolis which is looking at one of the Probe recommendations to consolidate the Historic Bureau, the State Historical Society out of the State Museum, the State Archives, the State Library, the Division of Historic Preservation and Archeology, and the Arts Commission into a Heritage Cultural Agency. Mr. Corridan stated he does not know where that is going to go or if it is going to go, but it is floating about. Mr. Corridan stated the other one, which is more pertinent to this group on a regular basis, is legislation that has been proposed by Senator Drozda from Westfield, IN which states if you copy something to a Compact Disc (CD) from paper and the CD cannot be rewritten or you cannot overwrite the CD, then that becomes the record and the paper can be destroyed. Mr. Corridan stated if his reading is correct and if that is the entire bill, he thinks the Commission will be opposed to it and we will have to meet with him and suggest there might be better ways to handle this, because it is difficult to tell, because there is another phrase or another section of the Statute where he talks about once this is done, the destruction of records is permissible.

Jim Corridan stated as we go through this A through Z review of retention schedules, the Oversight Committee on Public Records has the authority to adopt retention schedules and it may be that we receive resistance from some Agencies. Mr. Corridan stated he did not believe the Agency heads are going to have any resistance, but it may be a long process to get through the Records Coordinators, their supervisors, to get this whole process worked out. We may work directly with the Agency Heads in some situations and we may just bring it to the organization on how the schedule changed. Mr. Corridan wanted the Committee to be aware that they may not follow conventional practice and may try to get things done faster. Mr. Corridan stated since he came to work for the Commission on Public Records approximately 18 months ago, we have been working with the same Agency to revise their retention schedule, so the process can take years before something gets done.

07-01-17-06

AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULES(S)

Amy Robinson stated we do have a correction from last month, and it was just one line on that one that we combined at the meeting for the Department of Revenue and the old line and the new line are flipped on each side of the page, so what you actually saw at the meeting, what went out to the Agency and what was supposed to be there for you to see at the meeting was the flip side that is highlighted in green. Ms. Robinson stated when we combined them, it should have been more generalized where the records are received and not the old line “when this specific record is reviewed.” Ms. Keele asked if Ms. Robinson wanted to strike “Consent to Transfer” and Ms. Robinson stated this was correct and that is what the Agency received, a correct one that says, “after the Tax Division receives the records,” but what was brought to the meeting last month because of the fact that we were rapidly combining them had an orphan line that referred to only one specific record and not all of them. Ms. Bennett stated what we want for a motion is Record Series 79-3016 for the Indiana Department of Revenue, Inheritance Tax Division, should read as printed on the side with the green highlighting. Ms. Bennett moved it should

read "Transfer to the Department of Revenue Records Storage Facility two (2) years after the Inheritance Tax Division receives the records. Destroy after an additional eight (8) years in the Department of Revenue, Records Storage Facility. TOTAL RETENTION: Ten (10) years after records are received by the Inheritance Tax Division." Jim Corridan seconded the motion. Motion carried. Larry Hummel stated he talked to the Department of Revenue Records Coordinator and was told that they do, indeed, accept the amendment from the Oversight Committee on Public Records.

07-01-17-07

NEW BUSINESS

1. Election of Officers – Ms. Keele asked if there was a slate of potential interested parties and she expected to have a debate between candidates. Pam Bennett stated the officers now are Liz Keele, Chair, and Karen Davis, Vice-Chair, and asked if Ms. Keele and Ms. Davis are still willing to hold office. They both stated they are. Ms. Bennett stated hearing no other nominations, she moved that Liz Keele be elected Chair and Karen Davis be elected Vice-Chair of the Oversight Committee on Public Records. Nancy Turner seconded the motion. Jim Corridan moved that nominations be closed and the motion adopted by acclamation. John Jacob seconded. Motion carried.

2. Micrographics Digitization Fee Schedule – Jim Corridan distributed the Draft Proposal for the Fee Structure for Digital Services. Mr. Corridan stated the Micrographics Division has received a grant from the State Library through a Federal Grant Program for two (2) pieces of equipment which is going to allow them to take scanned microfilm and create a digital image and to scan paper and create a digital image and to take a digital image and create microfilm. Mr. Corridan stated we do not have a fee schedule approved to do any of that or to charge for those fees, so of all the items on the handout, which is probably fairly confusing, what the Commission on Public Records is asking the Oversight Committee to do is on the very top section which says Operation and then State Rate which is .02 per image, .02 per image, and \$20.00, that is what we are asking the Oversight Committee on Public Records to approve today. Mr. Corridan stated he will share with the members that under Vendor 1 and Vendor 2 of Digital image to film, \$20.00, which is the State Proposed Rate, the calculation is about 2,500 images per 16 mm roll of microfilm, so this \$20.00 compares to \$43.75 for Vendor 2 and around \$192.50 for Vendor 1. Mr. Corridan stated we still are significantly under market value, providing a great rate to State Agencies.

Jim Corridan moved that the Oversight Committee adopt a .02 per image rate for scanning film to digital, a .02 per image rate for scanning paper to digital, and \$20.00 rate for digital images to a complete roll of microfilm. Pam Bennett seconded. Liz Keele asked when you digitize the image, she wanted to know what format and how is this then provided to the Agency. Mr. Corridan stated if we are scanning film to digital, he believes we have multiple format options, three format options, PDF, Tiff and something else. Ms. Bennett asked if those could be given to someone on a disc, and Mr. Corridan stated we would put those on a CD. Mr. Corridan stated there could be cases, because we have a special relationship right now with the Teachers' Retirement Fund, where we have a direct link to their databases, so we upload and download and use FTP and it is an option, but basically it will probably be through CD Rom with the expectation that they will then store that on their server or wherever they are putting it. Mr. Corridan stated the Commission is here to serve. Liz Keele stated there is a motion that has been seconded, and after a vote, motion passed.

3. 2007 Meeting Dates – Jim Corridan made a motion that the Oversight Committee on Public Records accept the meeting dates as listed on the paper in their packet. Pam Bennett seconded, motion passed.

07-01-17-08

ADJOURNMENT

There being no further business, Karen Davis moved that the meeting be adjourned. Pam Bennett seconded. Motion carried. Meeting adjourned at 1:58 p.m.