

OVERSIGHT COMMITTEE ON PUBLIC RECORDS  
Regular Meeting February 20, 2008

08-2-20-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, February 20, 2008. The meeting was called to order by Vice Chairperson Elizabeth Barrett, Designee for Carrie Henderson, Commissioner, Department of Administration in the absence of Chairperson Liz Keele, at 1:35 p.m. in E418, Indiana Government Center South. Members present constituting a quorum: Pam Bennett, Director, Indiana Historical Bureau; Caroline Bradley, Designee for Gerry Weaver, Director, Indiana Office of Technology; Roberta Brooker, Director, Indiana State Library; Jim Corridan, Director & State Archivist, Indiana Commission on Public Records; John Jacob, Designee for Bruce Hartman, State Examiner, State Board of Accounts; Heather Neal, Public Access Counselor; Nancy Turner, lay member. Members absent: Liz Keele, Designee for Todd Rokita, Secretary of State; Anita Samuel, Governor's Office. Commission staff in attendance: Jeff Roeder, Deputy Director; Larry Hummel and Amy Robinson, Records Management; Beverly Stiers, County and Local Government Records Management. Guests in attendance: Dennis Hardin, Arts Commission; Scott Huffman, Family and Social Services Administration; Andy Means and Lea Ellingwood, Gaming Commission; Cindy Thompson, Lottery Commission; Rudy Cansino, Mary Hinds, and Renee Rawls, State Department of Health; and Amanda Collis-Floyd, State Personnel Department.

08-2-20-02

NEXT MEETING

Elizabeth Barrett announced the next meeting would be held March 19, 2008 at 1:30 p.m. in E418, Indiana Government Center South.

08-2-20-03

PREVIOUS MEETING

Pam Bennett moved approval of the minutes of the January 16, 2008 meeting as presented. Nancy Turner seconded. Motion carried.

08-2-20-04

OLD BUSINESS

- 1) BMV request for waiver – Still under review
- 2) FSSA request for waiver – Still under review

Amy Robinson reported their Legal Dept. is still reviewing this and Jim Corridan stated there is no action on either of those items.

08-2-20-05

DIRECTOR'S REPORT

Jim Corridan reported the Commission on Public Records continues to make progress on eliminating retention schedules and driving toward a 15% reduction this year in the number of record series listed in the State's website for record series.

Jim Corridan stated we are still making some progress on the County Records General Retention Schedule. Staff illness has delayed the project, but he anticipates moving forward. Mr. Corridan stated the Commission has been having lots of contacts with Counties across the State, and County Commissioners are quite concerned about clearing out their courthouses with all the old records that are taking up so much space. Mr. Corridan stated we are trying to work with them on an ad hoc basis in resolving problems, so that things do not end up in the dump.

Jim Corridan reported that Micrographics is continuing to do an incredible job and are on pace to set another record of images scanned and filmed.

Jim Corridan stated he and Heather Neal are going to be doing a joint presentation to the County Department of Health Association and he is sure the members of the OCPR will all be happy to come to that discussion. Mr. Corridan stated they will be talking about how they should be handling their records and this will take place next week.

08-2-20-6

AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULES(S)

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

1. INDIANA STATE DEPARTMENT OF HEALTH.....2-11-08  
Vital Records Section
2. INDIANA ARTS COMMISSION.....2-11-08
3. FAMILY AND SOCIAL SERVICES.....1-31-08  
Office of General Counsel
4. FAMILY AND SOCIAL SERVICES.....1-31-08  
Legal Division
5. FAMILY AND SOCIAL SERVICES.....1-31-08  
Former Department of Public Welfare, Legal Division
6. STATE LOTTERY COMMISSION.....1-10-08  
Accounting and Security Divisions
7. INDIANA GAMING COMMISSION.....1-9-08
8. INDIANA STATE PERSONNEL DEPARTMENT.....1-10-08  
Employment Administration
9. INDIANA DEPARTMENT OF REVENUE.....2-5-08  
Tax Administration Support

In regard to Schedule No. 1, Indiana State Department of Health, Vital Records Section, Rudy Cansino, Mary Hinds and Renee Rawls from this Agency were present. There were no questions or comments. A motion was made by Pam Bennett and seconded by Heather Neal to approve Schedule No. 1 as submitted. Motion carried.

In regard to Schedule No. 2, Indiana Arts Commission, Dennis Hardin was present from this Agency. John Jacob stated on the Notification of Record Series Action, under Amended Items, the second item was listed as 84-287 but on Page 2 of 6 Item No. 2 is listed as 84-787. Larry Hummel stated this was a typographical error and they should both be 84-787. There were no further questions or comments. A motion was made by Pamela Bennett and seconded by John Jacob to approve Schedule No. 2 as submitted with the correction of the Record Series No., 84-287 to 84-787 on the Notification of Record Series page. Motion carried.

In regard to Schedule No. 3, Family and Social Services, Office of General Counsel, Scott Huffman was present from this Agency. There were 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.

In regard to Schedule No. 4, Family and Social Services, Legal Division, there were no questions or comments. Amy Robinson reported that the three (3) Schedules for Family and Social Services are being combined into one (1), the General Counsel, since they are now a single entity. In addition, the description language on all relevant items is updated per OCPD suggestion to refer to 'disclosure' instead of 'confidentiality.' John Jacob asked if on Page 1 of 3, Record Series No. 87-238, the statement "Volume=Two (2) cubic feet per year" could be removed. Amy Robinson stated this was a note that will not be on the approved Schedule. A motion was made by Pam Bennett and seconded by Heather Neal to approve Schedule No. 4 as submitted. Motion carried.

In regard to Schedule No. 5, Family and Social Services, Former Department of Public Welfare, Legal Division, there were no questions or comments. A motion was made by Heather Neal and seconded by Pam Bennett to approve Schedule No. 5 as submitted. Motion carried.

In regard to Schedule No. 6, State Lottery Commission, Accounting and Security Divisions, Cindy Thompson was present from this Agency. Caroline Bradley had a question concerning Item No. 20, EEO and Affirmative Action Complaints, Item No. 21, Job Vacancy Notices, Item No. 22, Inactive Personnel Files and other items that seem to be covered by the General Retention Schedule. Ms. Bradley suggested that there were other items on the retention schedule that appear to fit onto the general retention schedule. Larry Hummel stated there are only two (2) changes being made and everything else is retained. Mr. Hummel stated if Ms. Thompson would like to discuss other changes in the near future, he can certainly do that. Mr. Corridan stated he did not remember all the details on this and it might be an opportunity to streamline this schedule. Mr. Corridan stated it may be that we changed the Lottery right before we started implementing the changes and it could also be that the Lottery is a Quasi Agency and it may involve special laws, so he does not want to respond directly yet, but you are probably correct in that there are some things that could be pinned down a little bit. Cindy Thompson stated she could certainly work with Larry Hummel on streamlining this.

A motion was made by Pam Bennett and seconded by Caroline Bradley to approve Schedule No. 6 as submitted. Motion carried.

In regard to Schedule No. 7, Indiana Gaming Commission, Andy Means and Lea Ellingwood were present from the Agency. There being no questions or comments, a motion was made by Nancy Turner and seconded by Jim Corridan to approve Schedule No. 7 as submitted. Motion carried.

In regard to Schedule No. 8, Indiana State Personnel Department, Employment Administration, Amanda Collis-Floyd was present from this Agency. Amy Robinson stated this is the Schedule that she had errors on the Record Series numbers. On the Notification of Record Series Action, under the Deleted column, where it says 84-1033 and 84-1034, those should be 84-1042 and 84-1043. Ms. Robinson stated on page 6 of 7, at the top of the page where it stated to please delete Record Series, it should be 84-1042 instead of 84-1033 and 84-1043 instead of 84-1034. There being no further questions or comments, a motion was made by Pam Bennett and seconded by John Jacob to approve Schedule No. 8 with these corrections. Motion carried.

In regard to Schedule No. 9, Indiana Department of Revenue, there were no questions or comments. A motion was made by Jim Corridan and seconded by Heather Neal to approve Schedule No. 9 as submitted. Motion carried.

08-2-20-07

#### NEW BUSINESS

##### Election of Officers

Heather Neal made a motion to nominate Liz Keele as Chairman, and Pam Bennett moved that nominations be closed, seconded by Nancy Turner. Everyone present voted for the single nominee.

Pam Bennett made a motion to nominate Elizabeth Barrett as Vice Chairman, and John Jacob moved that nominations be closed, seconded by Caroline Bradley. Everyone present voted for the single nominee.

Elizabeth Barrett had a question concerning the OCPR packets not being sent electronically each month. Ms. Barrett stated she has to print them, which is no different than receiving them via interoffice mail each month and she wondered if maybe anyone else did the same thing, and if so, maybe we could just go back to having them printed and delivered. Heather Neal stated she does not print them because of a small office budget for paper. Pam Bennett stated she does not print them, because she reviews them online. Nancy Turner stated she does not print them, but arrives at meeting early to review a copy of them.

Jim Corridan stated it is likely that the March 19, 2008 meeting will have to be moved, and it was decided that March 12, 2008 would be the date of the next meeting.

08-2-20-08

#### ADJOURNMENT

There being no further business, Heather Neal moved that the meeting be adjourned. Pam Bennett seconded. Motion carried. Meeting adjourned at 1:57 p.m.