

OVERSIGHT COMMITTEE ON PUBLIC RECORDS  
Regular Meeting October 15, 2008

08-10-15-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, October 15, 2008. 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; Caroline Bradley, Designee for Gerry Weaver, Director, Indiana Office of Technology; Jim Corridan, Director & State Archivist, Indiana Commission on Public Records; John Jacob, Designee for Bruce Hartman, State Examiner, State Board of Accounts; Elizabeth Lerch, Designee for Carrie Henderson, Commissioner, Department of Administration; Heather Neal, Public Access Counselor; Anita Samuel, Governor's Office. Members absent: Roberta Brooker, Director, Indiana State Library; Nancy Turner, lay member. Commission staff in attendance: Larry Hummel, Records Management; Beverly Stiers, County and Local Government Records Management. Guests in attendance: Rudy Cansino, Indiana State Department of Health; Scott Huffman, Family and Social Services Administration; Emily Wright, Department of Workforce Development.

08-10-15-02

NEXT MEETING

Liz Keele announced the next meeting would be held November 19, 2008 at 1:30 p.m. in E418, Indiana Government Center South.

08-10-15-03

PREVIOUS MEETING

Caroline Bradley asked if the meeting really commenced at 1:37 p.m. and ended at 1:39 p.m. This will be changed from 1:37 to 1:30. Caroline Bradley made a motion to approve the minutes of the August 20, 2008 meeting as amended. Elizabeth Lerch seconded. Motion carried.

08-10-15-04

OLD BUSINESS

1. FSSA Request for Waiver from OCPR Policy No. 06-01  
Jim Corridan stated there was nothing to report today.
  
2. County/Local General Retention Schedule  
Jim Corridan stated there was nothing to report today.

08-10-15-05

DIRECTOR'S REPORT

Jim Corridan stated there are two (2) months of Director's Reports since the Committee did not meet in September. Mr. Corridan stated Micrographics continues to have high numbers of images completed which is helpful to the State Archives. Mr. Corridan reported that he had an opportunity to speak to the Indiana County Genealogists organization which was formed a couple of years ago. Mr. Corridan stated this was the first meeting for the County Genealogists and they shared with him a number of concerns on local records and the condition of records out in the counties. Mr. Corridan stated they have decided they are going to work to make sure that local officials are maintaining their records correctly in the preservation of those records. Mr. Corridan stated Heather Neal is

already getting contacts from people who are concerned about these things that are being thrown away or are being charged for public records.

08-10-15-06

AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULES(S)

Jim Corridan stated the Health Department did make a suggestion that we change something and create a special exception for them under General Retention Schedule GRACC 2 which deals with receipt records. Mr. Corridan spoke with Health and he also had a conversation with people from the State Board of Accounts and they decided to not proceed with Health's request.

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

1. INDIANA DEPARTMENT OF LABOR..... 8-19-08  
Bureau of Mines and Mine Safety
2. STATE DEPARTMENT OF HEALTH.....9-03-08  
Newborn Screening
3. STATE DEPARTMENT OF HEALTH.....9-03-08  
HIV/STD Division
4. DEPARTMENT OF WORKFORCE DEVELOPMENT.....9-12-08  
Multiple Divisions

In regard to Schedule No. 1, Indiana Department of Labor, Bureau of Mines and Mine Safety, there were no questions or comments. Pam Bennett stated she had questions as per her memo included with this retention schedule. Jim Corridan stated they contacted the Agency and Larry Hummel stated the descriptions on these two (2) record series have been edited based on Ms. Bennett's memo and he did contact her about that. Mr. Hummel stated he contacted the Records Coordinator for the Department of Labor and he also talked to the Division Director in Vincennes. Elizabeth Lerch asked if the description in this retention schedule is the new description and Mr. Corridan stated yes, this is correct, it was revised. Mr. Corridan stated the tests are taken four (4) times each calendar year or administered four (4) times each calendar year and all that language is in the retention schedule and it explains what the tests are, and all this was missing in the first version. Mr. Corridan stated there is a bit of an issue in that this maybe one of the only Agencies where licenses are not kept permanently, or most likely for 100 years. Mr. Corridan stated because of the way this program is handled, it is not really necessary. Mr. Corridan stated they do have a log book, they have records that show the actual application. Ms. Lerch then stated if they destroy one calendar year after the last testing period, they would still have a different record, the log book. Ms. Lerch asked is that would be the same with the record series on page 5 of 5, her impression was the training was good for two (2) years, based on the description and destruction. Mr. Corridan stated that was in compliance with a Federal guideline that these records have to be kept for two (2) years. Liz Keele asked if that addressed Pam Bennett's questions and she replied yes. There being no further questions or comments, a motion was made by John Jacob and seconded by Pam Bennett to approve Schedule No. 1 as submitted. Motion carried.

In regard to Schedule No. 2, State Department of Health, Newborn Screening, Larry Hummel introduced Rudy Cansino from this Agency. Mr. Hummel stated basically one (1) record has been

transferred, because Newborn Screening is not responsible for that record, HIV-STD Division is. There being no further questions or comments, a motion was made by Jim Corridan and seconded by Heather Neal to approve Schedule No. 2 as submitted. Motion carried.

In regard to Schedule No. 3, State Department of Health, HIV/STD Division, there were no questions or comments. Larry Hummel stated this Division is responsible for one item transferred from the Newborn Screening Division. A motion was made by Jim Corridan and seconded by Elizabeth Lerch to approve Schedule No. 3 as submitted. Motion carried.

In regard to Schedule No. 4, Department of Workforce Development, Multiple Divisions, Larry Hummel introduced Emily Wright, the Records Coordinator for this Agency. Mr. Hummel stated they have been working with her trying to make sure they know which records are being scanned, which are still paper and which are in other formats. Ms. Wright stated that was basically it. They have some documents where the whole record series are being scanned and some within a record series being scanned, not every record. Ms. Wright stated they were dealing with paper records still in their building, and then they are going to go back and scan that paper and then transfer them. Ms. Wright stated they pretty much added the old paper transfer and then the scanning. Ms. Wright stated they are taking care of the old stuff and doing new system if data capture. A motion was made by Pam Bennett and seconded by Heather Neal to approve Schedule No. 4 as submitted. Motion carried.

08-10-15-07

#### NEW BUSINESS

Readoption of 60 IAC 1.1-1 – Liz Keele stated we were contacted by Steve Barnes in Legislative Services Agency concerning Administrative Rule 60 IAC 1.1-1. Beverly Stiers talked to Mr. Barnes and he explained that under IC 4-22-2.5, an administrative rule adopted under IC 4-22-2 expires January 1 of the seventh year after the year in which the rule takes effect unless the rule contains an earlier expiration date. Mr. Barnes stated that Legislative Services Agency's records indicate that 60 IAC 1.1-1 needs to be readopted this year and filed in the *Indiana Register* office by December 2, 2008, or the rule will expire on January 1, 2009. Ms. Stiers contacted Liz Keele, Chairman of the OCPR Committee. Ms. Keele stated she is not an attorney by trade, but reading over the information, she felt that there might be consequence if it were not readopted, and in her opinion it should be readopted. A Notice of Intent to Readopt was submitted to the *Indiana Register* office.

Once the Notice of Intent to Readopt has posted on the Indiana Register website for 30 days, you can create a Readopted Final Rule. The Readopted Final Rule must be filed with the *Indiana Register* office by December 2 in order to be effective by the succeeding January 1. This item will be on the agenda for the next OCPR meeting.

08-10-15-08

#### ADJOURNMENT

There being no further business, Pam Bennett moved that the meeting be adjourned. Elizabeth Lerch seconded. Motion carried. Meeting adjourned at 1:43 p.m.