

OVERSIGHT COMMITTEE ON PUBLIC RECORDS
Regular Meeting March 16, 2011

11-03-16-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, March 16, 2011. The meeting was called to order by Chairperson Andrew Kossack, Public Access Counselor at 1:33 p.m. in Room 401, Indiana State Library. Members present constituting a quorum: Pam Bennett, Director, Indiana Historical Bureau; Jim Corridan, Director & State Archivist, Indiana Commission on Public Records; Liz Keele, Designee for Charles P. White, Secretary of State; Anita Samuel, Governor's Office; Connie Smith, Designee for Robert D. Wynkoop, Commissioner, Department of Administration. Members absent: Caroline Bradley, Designee for Brian Arrowood, Chief Information Officer, Office of Technology; Roberta Brooker, Director, Indiana State Library; John Jacob, Designee for Bruce Hartman, State Examiner, State Board of Accounts. Commission staff in attendance: Ted Cotterill, Deputy Director; Wes Carmony and Amy Robinson, Records Management; Beverly Stiers, County and Local Government Records Management. Guests in attendance: None.

11-03-16-02

NEXT MEETING

Andrew Kossack announced the next meeting would be held April 20, 2011 at 1:30 p.m. in Room 401, Indiana State Library.

11-03-16-03

PREVIOUS MEETING

Pam Bennett moved approval of the February 16, 2011 minutes as presented, seconded by Liz Keele. Motion carried.

11-03-16-04

OLD BUSINESS

Jim Corridan stated the Micrographics and State Archives Fee Schedules are not completed. He stated he has asked Bev Stiers to go through the old Minutes from when the schedules were last adopted because there are many things that were added to them that have not been written into the printed schedules. Mr. Corridan stated that will almost certainly be presented in April.

11-03-16-05

DIRECTOR'S REPORT

Jim Corridan stated he met with the Records Management staff today and they are starting to compile recommendations on ways to handle electronic records, both born digitally and long term retention of electronic records to determine what options would be reasonable. Mr. Corridan stated they also have a committee that met once with Andrew Kossack, the Supreme Court and IOT related to this electronic records issue. Mr. Corridan stated the staff's recommendation will go to that committee and they will make a recommendation to the Oversight Committee on Public Records on policies that should be implemented or possibly even an administrative rule that defines what should be happening with electronic records in State government. Mr. Corridan stated there are Agencies moving in all sorts of directions, some of which they know are completely out of compliance with the State's needs for long term storage of documents.

Jim Corridan stated he also talked at the last meeting about the destruction of electronic media and it looks like there is not enough business for ICPR to provide the service internally. Mr. Corridan stated the business model is too sporadic. Corridan stated he believes IOT outsources destruction when they have computers refreshed. Mr. Corridan stated they are dealing with miscellaneous media and they are looking at figuring out which of the vendors has the best options and best prices. Mr. Corridan

stated at some point there will probably be a QPA so agencies can go directly to a vendor and have this information destroyed after going through ICPR to make sure it has been authorized.

Jim Corridan stated the Records Center is having issues with their trucks, but they are both getting repaired.

11-03-16-06

AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULES(S)

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

1. PROFESSIONAL LICENSING AGENCY

A motion was made by Jim Corridan and seconded by Connie Smith to approve Schedule No. 1 as submitted. Motion carried.

2. TEACHERS' RETIREMENT FUND

A motion was made by Pam Bennett and seconded by Liz Keele to approve Schedule No. 2 as submitted. Motion carried.

3. PUBLIC EMPLOYEES' RETIREMENT FUND

A motion was made by Connie Smith and seconded by Anita Samuel to approve Schedule 3 as submitted. Motion carried.

11-03-16-07

NEW BUSINESS

None

11-03-16-08

ADJOURNMENT

There being no further business, Liz Keele moved that the meeting be adjourned. Pam Bennett seconded. Motion carried. Meeting adjourned at 1:39 p.m.