

OVERSIGHT COMMITTEE ON PUBLIC RECORDS
Regular Meeting April 21, 2011

11-04-21-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Thursday, April 21, 2011. The meeting was called to order by Chairperson Andrew Kossack, Public Access Counselor at 1:05 p.m. in Room 401, Indiana State Library. Members present constituting a quorum: Pam Bennett, Director, Indiana Historical Bureau; Caroline Bradley, Designee for Brian Arrowood, Chief Information Officer, 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; Liz Keele, Designee for Charles P. White, Secretary of State; Connie Smith, Designee for Robert D. Wynkoop, Commissioner, Department of Administration. Members absent: Anita Samuel, Governor's Office. 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: Rudy Cansino and Randy Snyder, State Department of Health.

11-04-21-02

NEXT MEETING

Andrew Kossack announced the next meeting would be held May 18, 2011 at 1:30 p.m. in Room 401, Indiana State Library.

11-04-21-03

PREVIOUS MEETING

Caroline Bradley moved approval of the March 16, 2011 minutes as presented, seconded by Pam Bennett. Motion carried.

11-04-21-04

OLD BUSINESS

Jim Corridan stated the Micrographics and Imaging Services Fee Schedule which we would like to go in effect July 1, 2011 takes into account price changes that have occurred because of the increase in filming and chemicals needed to process film or other various issues related to price fluctuations with which we are dealing. Mr. Corridan stated the last time the Micrographics Fee Schedule was changed was two (2) years ago in 2009. Mr. Corridan stated the Commission on Public Records staff would like to recommend that these two (2) schedules be adopted, one for the County government pricing and one for the State government pricing. Pam Bennett made a motion to adopt the Micrographics and Imaging Services Fee Schedule as presented, seconded by Connie Smith. Motion passed.

Jim Corridan stated on a second issue related to this they will have the State Archives and Miscellaneous Fee Schedule presented to the Oversight Committee at the next meeting.

11-04-21-05

DIRECTOR'S REPORT

Jim Corridan stated they continue to have about 30,000 searches a month on the Digital Archives website, which is very strong. Mr. Corridan stated this past month they also shut down the old State Forms Catalog which had about 2,400 legacy forms on it. Mr. Corridan stated the new catalog has all of those forms plus almost 6,000 to 8,000 more. Mr. Corridan stated they are still working with some compliance issues. Mr. Corridan stated the nice thing is when this is all done all citizens on a single portal can find State forms and make it a lot easier for them as well as the State Agencies.

Jim Corridan reported that Micrographics continues to do well producing microfilm and scanned images. Mr. Corridan stated they are working to try and add about 45,000 cubic feet of records storage space in the Records Center in preparation for FSSA moving to modernization and transferring a lot of records from the County FSSA offices being moved to Indianapolis. Mr. Corridan stated they do not yet know for sure how many records will be transferred but it is in the range of probably 40,000 to 60,000 cubic feet. Mr. Corridan stated in addition the Department of Revenue has notified them they are going to be eliminating their warehouse to save money so they will be shipping an unknown number of boxes back to the Records Center, estimated at 10,000 to 20,000 boxes. Mr. Corridan stated they will have more boxes than they have capacity to store.

Jim Corridan reported that the National Association of Government and Records Administrators (NAGARA) has asked Indianapolis to host their 2013 National meeting, so the State Archives will be hosting that conference. Mr. Corridan stated about two (2) to three (3) weeks ago they hosted about seven (7) State Librarians and about 10 State Archivists or their staff members at a meeting in Room 401, State Library, talking about digital archives and electronic resources and electronic records. Mr. Corridan stated most of the Midwest and Washington State members were here and the new CIO of the National Archives was in attendance, his first official duty. Mr. Corridan stated it went very well and they were impressed by what the State of Indiana is doing with digital archives and also the State Library facilities. Mr. Corridan stated they are building a National reputation for providing superior programs so that is a credit to the Oversight Committee and their assistance with the streamlining.

11-04-21-06

AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULES(S)

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

1. COMMISSION FOR HIGHER EDUCATION

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

2. DEPARTMENT OF NATURAL RESOURCES

Law Enforcement Division

A motion was made by Caroline Bradley and seconded by John Jacob to approve Schedule No. 2 as submitted. Motion carried.

3. INDIANA SCHOOL FOR THE DEAF

A motion was made by Connie Smith and seconded by Liz Keele to approve Schedule No. 3 as submitted. Motion carried.

4. STATE STUDENT ASSISTANCE COMMISSION

A motion was made by Pam Bennett and seconded by John Jacob to approve Schedule No. 4 as submitted. Motion carried.

4. INDIANA STATE DEPARTMENT OF HEALTH

Acute Care Division

Wes Carmony introduced Rudy Cansino and Randy Snyder from this Agency. Mr. Snyder stated since they asked us to deviate from the policies on waiver he wanted to be in attendance to answer any questions there may be. Jim Corridan stated the waiver is because there are twelve (12) year records and Mr. Snyder replied yes. Mr. Corridan stated they are scanning them and that is the issue. Mr. Corridan stated normally anything beyond ten (10) years has to be microfilmed or kept in its original format and the Administrative Rule says anything over fifteen (15) years should be microfilmed and we are in this gray area so the Commission on Public Records is recommending that they be allowed this two (2) year flexibility.

A motion was made by Caroline Bradley and seconded by John Jacob to approve Schedule No. 5 as submitted. Connie Smith then had a question concerning why Record Series No. 2000-55, 2000-57 on page 13 and Record Series 2001-43 and 2001-44 on page 14 were not listed under Item No. 2 with the list of record series to be deleted. Ms. Smith asked if these were new ones because they were not mentioned. Wes Carmony stated these items are being retained and were on the previous schedule. Mr. Carmony stated it is listed in the Retained column on the Notification of Records Series Action; however, 2000-57 on page 13 and Record Series 2001-43 and 2001-44 on page 14 were not listed in this column and should have been.

The motion previously made by Caroline Bradley and seconded by John Jacob carried.

11-04-21-07

NEW BUSINESS

1. State Archives Fee Schedule

Jim Corridan stated this will be on the Agenda for next month's meeting.

11-04-21-08

ADJOURNMENT

There being no further business, Connie Smith moved that the meeting be adjourned. Pam Bennett seconded. Motion carried. Meeting adjourned at 1:17 p.m.