

OVERSIGHT COMMITTEE ON PUBLIC RECORDS
Regular Meeting January 16, 2013

13-1-16-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, January 16, 2013. The meeting was called to order by Chairperson Joe Hoage, Public Access Counselor, at 1:30 p.m. in Conference Room 10 Indiana Government Center South-First Floor. Members present constituting a quorum: Pam Bennett, Director, Indiana Historical Bureau; Jerry Bonnet, Designee for Connie Lawson, Secretary of State; Caroline Bradley, Designee for Paul Baltzell, 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; Connie Smith, Designee for Robert D. Wynkoop, Commissioner, Department of Administration. Members absent: None. Commission staff in attendance: Ted Cotterill, Deputy Director; Amy Robinson, Records Management; Beverly Stiers, County and Local Government Records Management. Guests in attendance: None.

13-1-16-02

NEXT MEETING

Joe Hoage announced the next meeting would be held February 20, 2013 at 1:30 p.m. in Conference Room 10, Indiana Government Center South, 1st Floor.

13-1-16-03

PREVIOUS MEETING

Pam Bennett moved approval of the December 19, 2012 minutes as presented, seconded by Connie Smith. Motion carried.

13-1-16-04

OLD BUSINESS

None

13-1-16-05

DIRECTOR'S REPORT

Jim Corridan stated a written report was sent in the packets to the OCPR Committee. Mr. Corridan also mentioned the Archives will be going through large boxes, about 5 feet by 5 feet by 5 feet, of volumes of local county records that are at the Archives. Mr. Corridan stated they are going to go through them, book by book, identify the books, accession them and as appropriate provide public access to them.

Mr. Corridan stated they have discovered that some permanent records from the State Department of Health's Vital Records Division were not created in compliance with 60 IAC 2, and we are working to attempt to identify solutions.

13-1-16-06

AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULES(S)

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

1. INDIANA GAMING COMMISSION

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

2. FAMILY AND SOCIAL SERVICES ADMINISTRATION

Bureau of Developmental Disability Services

A motion was made by Pam Bennett and seconded by Caroline Bradley to approve Schedule No. 2 as submitted. Pam Bennett asked if this schedule had ever been signed. Jim Corridan stated he wanted to add this to the Agenda this month, but would like it tabled. Jim Corridan made a motion to table this Retention Schedule until next month, seconded by Caroline Bradley. Motion carried.

13-1-16-07

NEW BUSINESS

Jim Corridan reported that the Administrative Rule that they talked about 2 or 3 months ago concerning vendors trying to purchase electronic records and then sell them is going to be coming to us. It has been posted in the Indianapolis Star as a public notice and will be coming to us for a public hearing to adopt the Administrative Rule. The information on this language will be sent to the Oversight Committee.

Jim Corridan also stated that their good partners at IOT have been working diligently to try and get all of the computers and everything set for the new Governor, and look forward to the transfer of the information.

13-1-16-08

ADJOURNMENT

There being no further business, John Jacob moved that the meeting be adjourned. Caroline Bradley seconded. Motion carried. Meeting adjourned at 1:46 p.m.