

OVERSIGHT COMMITTEE ON PUBLIC RECORDS
Regular Meeting July 16, 2014

14-7-16-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, July 16, 2014. The meeting was called to order by Chairman Caroline Bradley, Designee for Paul Baltzell, Chief Information Officer, Office of Technology, 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; Adam Berry, Designee for Mike Pence, Governor; Mike Bozyski, Designee for Paul Joyce, State Examiner, State Board of Accounts; Caroline Bradley, Designee for Paul Baltzell, Chief Information Officer, Office of Technology; Luke Britt, Public Access Counselor; Connie Bruder, Interim Director, Indiana State Library; Jim Corridan, Director & State Archivist, Indiana Commission on Public Records; Fred Glynn, Lay Member, by phone; Erin Kellam, Designee for Jessica Robertson, Commissioner, Department of Administration; Mallory Wilson, Designee for Connie Lawson, Secretary of State. Members absent: Kristen Tucker, Journalism Lay Member. Commission staff in attendance: Amy Robinson, Records Management; Beverly Stiers, County and Local Government Records Management. Guests in attendance: None.

14-7-16-02

NEXT MEETING

Caroline Bradley announced the next meeting would be held August 20, 2014 at 1:30 p.m. in Conference Room 10, Indiana Government Center South, 1st Floor.

14-7-16-03

PREVIOUS MEETING

A motion was made by Pam Bennett and seconded by Luke Britt to approve the minutes of the May 21, 2014 meeting. Roll Call Vote: Aye: Bennett, Berry, Bozyski, Britt, Bruder, Corridan, Glynn, Wilson. Nay: None. Abstention: Kellam. Motion carried.

14-7-16-04

OLD BUSINESS

1. Indiana Administrative Code 60 IAC 1.1-1-1

Jim Corridan stated they are working on revising Administrative Code 60 IAC 1.1-1-1, which has to do with the collection of religious information and other items the statute requires, but will not be taking action on this today.

14-7-16-05

DIRECTOR'S REPORT

Jim Corridan stated there are two big items he would like to mention today, one is the fiscal year spending. Mr. Corridan stated our revenue from Micrographics and copying of documents from the State Archives is down. Mr. Corridan stated they think they may have plateaued and they are working on different set of things for funding. Mr. Corridan stated at the last meeting they mentioned they might have a project approved with Shelby County and it has happened. Shelby County has authorized \$100,000 per year for microfilming and digitization of their original court records which should be an ongoing project.

Jim Corridan stated thanks to the leadership of Governor Pence there is growing support for an Archives building as part of the Bicentennial. There was a public meeting at the Indiana War

Memorial Commission, proposing that an existing building be renovated and an addition be added to it to serve as the new ICPR and State Archives building. Mr. Corridan stated that is going to cause a whole series of things to happen at the Commission on Public Records, the plan at the moment would be that everything that is a part of ICPR would be consolidated in one location, except for the Records Center, which would stay at the 30th Street location.

Jim Corridan stated they are about 95% complete with the first phase of the inventorying of the holdings at the Archives. Mr. Corridan stated he believes the Archives has moved four (4) times in its history and most states do not move. Mr. Corridan stated they would like to make this their final move and then just have one (1) set location.

Pam Bennett asked when ICPR might be moving and Jim Corridan stated he would guess it will probably be June, 2016, and they have been asked to plan and include moving in the next budget Adam Berry stated they would like to have groundbreaking by the end of the celebration year.

Jim Corridan stated the Bicentennial Commission is going around the State talking about some of the things happening and there is quite a bit of interest on the Constitutional Convention delegates.

Caroline Bradley stated they forgot to introduce the new member of the Oversight Committee on Public Records, Erin Kellam, and welcomed her at that time. She is the Designee for Jessica Robertson, Commissioner, Department of Administration.

14-7-16-06

AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULES(S)

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

1. UTILITY REGULATORY COMMISSION

Reporting

A motion was made by Jim Corridan and seconded by Mike Bozyski to approve Schedule No. 1 as submitted. Roll Call Vote: Aye: Bennett, Berry, Bozyski, Britt, Bruder, Corridan, Glynn, Kellam, Wilson. Nay: None. Motion carried.

2. SECRETARY OF STATE

Agency Wide

A motion was made by Pam Bennett and seconded by Connie Bruder to approve Schedule No. 2 as submitted. Jim Corridan stated that what we are doing here is transferring many of the active files from the Secretary of State's office to the State Archives which will make them much more accessible to the public and State Archives already has a database where people can search for inactive corporations. Roll Call Vote: Aye: Bennett, Berry, Bozyski, Britt, Bruder, Corridan, Glynn, Kellam, Wilson. Nay: None. Motion carried.

14-7-16-07

NEW BUSINESS

1. Micrographics Fee Schedule – Jim Corridan reported Micrographics is providing an additional service. Mr. Corridan stated currently we charge 2 ½ cents for each image and are asking for 3 ½ cents for entities seeking the additional offering of OCR – optical character recognition, which will automatically create an index and text based searching.

Jim Corridan made a motion to create a new scanning fee option with OCR at 3 ½ cents per image, seconded by Pam Bennett. Roll Call Vote: Aye: Bennett, Berry, Bozyski, Britt, Bruder, Corridan, Glynn, Kellam, Wilson. Nay: None. Motion carried.

2. Election of Vice-Chair - Since Connie Smith was no longer on the Oversight Committee on Public Records, it was necessary to elect a Vice-Chair to take her place. Pam Bennett nominated Luke Britt. Adam Berry moved that nominations be closed. Connie Bruder seconded. A roll call was taken on closing nominations and accepting Luke Britt as Vice Chair by acclamation. Roll Call Vote: Aye: Bennett, Berry, Bozyski, Bruder, Corridan, Glynn, Kellam, Wilson. Nay: None. Abstention: Britt.

14-7-16-08

ADJOURNMENT

There being no further business before the Committee, Caroline Bradley adjourned the meeting at 1:50 p.m.