

OVERSIGHT COMMITTEE ON PUBLIC RECORDS
Regular Meeting November 19, 2014

14-11-19-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, November 19, 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; 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; Jim Corridan, Director & State Archivist, Indiana Commission on Public Records; Erin Kellam, Designee for Jessica Robertson, Commissioner, Department of Administration; Mallory Wilson, Designee for Connie Lawson, Secretary of State. Members absent: Adam Berry, Designee for Mike Pence, Governor; Jacob Speer, Director, Indiana State Library; Fred Glynn, Lay Member; Kristen Tucker, Journalism Lay Member. Commission staff in attendance: Ted Cotterill, Deputy Director; Amy Robinson, Records Management; Beverly Stiers, County and Local Government Records Management. Guests in attendance: Marisa Bland and Scott Huffman, Family and Social Services Administration.

14-11-19-02

NEXT MEETING

Caroline Bradley announced the next meeting would be held December 17, 2014 at 1:30 p.m. in Conference Room 10, Indiana Government Center South, 1st Floor.

14-11-19-03

PREVIOUS MEETING

A motion was made by Erin Kellam and seconded by Jim Corridan to approve the minutes of the September 17, 2014 meeting. Pam Bennett stated she would like to make a couple of amendments to the Minutes, on page 1, under Previous Meeting, change to “worked at the State Library and is now back. He was welcomed, referring to Jacob Speer.” On page 2 second line of the second paragraph Ancentry is spelled wrong and should be Ancestry.com, as is at end of first line. The next one is on page 3, four lines up from the bottom of the long paragraph and should read, Mr. Corridan stated the confidentiality issues do not affect the retention, etc. Ms. Bradley asked for a vote to approve the adoption of the September 17, 2014 minutes as amended. Motion carried.

14-11-19-04

OLD BUSINESS

Administrative Rule 60 IAC 1.1-1-1 – Jim Corridan stated basically they did not make any changes to the Administrative Rule, it stands just as it was before. Mr. Corridan stated there may be some other things that need to be addressed, but they are not going to address them through this Administrative Rule. Mr. Corridan stated that way this will be readopted and put into place. Mr. Corridan moved the readoption of Administrative Rule 60 IAC 1.1-1-1, seconded by Mike Bozyski. Motion carried.

14-11-19-05

DIRECTOR'S REPORT

Jim Corridan reported that the Ancestry.com contract is currently being implemented, and they will digitize close to 13 million vital records and those records once digitized will be provided both to the Department of Health, Vital Records Division, and also to the Commission on Public Records. Mr. Corridan stated they will be publicly available through the Commission on Public Records at the State

Archives if you go there for the first three (3) years of the contract and after that they will be available online to the public. Mr. Corridan stated they will also be available from your homes if you go to Ancestry.com website and the Health Department will have access.

Jim Corridan reported they have begun duplicating rolls of microfilm to send to Ancestry.com. Mr. Corridan stated Ancestry is paying for all of this.

Jim Corridan stated there are some issues on which they are working concerning the fact that the Supreme Court of Indiana very recently ruled, in the last 30 days, that death certificates created by local health departments are public, not private, and they also made it sound like the death certificates that are coming from the Health Department, Vital Records, are still confidential. Mr. Corridan stated they are working their way through that issue. Mr. Corridan stated at this point the contract states that the death certificates would not be public for 75 years.

Jim Corridan stated the Commission on Public Records has sought and been given permission by the Governor's office to introduce legislation this year to clean up some items in statute. Mr. Corridan stated it was two (2) or three (3) years ago we passed legislation that changed the way local County Commissions operated, so now when the Oversight Committee on Public Records adopts a retention schedule for a local unit of government it goes into effect in 30 days. Mr. Corridan stated it used to be that each county had to adopt them after they were approved by the OCPR and if they did not, it was chaotic. Mr. Corridan stated there are other pieces of the puzzle in the statute that reference back to that and so we are cleaning all of that out and making it simpler. Mr. Corridan stated another change is that the statute specifically states if you destroy records at the local level without a retention schedule deliberately or maliciously, you are committing a Class 6 Felony and so now by statute we are simplifying this and making the State and local government the same, so that it will be a Class 6 Felony for State employees as well.

Jim Corridan stated the most important thing he wanted to share with this group is that they are also looking at the idea of changing the name of the Agency. The Commission on Public Records is a little nebulous, when you read that you do not know what the agency does. Mr. Corridan stated some people think we have all the public records of all the Agencies, and so he would like the input of the OCPR Committee. Mr. Corridan stated they are looking at two (2) different options, one is going to be the State Archives and Records Administration (SARA) very closely related to the National Archives and Records Administration in Washington or the Indiana Archives and Records Administration (IARA). After some discussion, Mr. Corridan stated they would probably go with Indiana Archives and Records Administration.

14-11-19-06

AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULES(S)

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

1. GENERAL RETENTION SCHEDULE

All State Agencies

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

2. FAMILY AND SOCIAL SERVICES ADMINISTRATION

Office of Early Childhood and Out of School Learning

Scott Huffman and Marisa Bland from this Agency were introduced.

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

14-11-19-07

NEW BUSINESS

None

14-11-19-08

ADJOURNMENT

There being no further business before the Committee, Luke Britt moved that the meeting be adjourned. Mallory Wilson seconded. Motion carried. Meeting adjourned at 1:50 p.m.