

OVERSIGHT COMMITTEE ON PUBLIC RECORDS
Regular Meeting May 20, 2015

15-5-20-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, May 20, 2015. 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; Jim Corridan, Director & State Archivist, Indiana Commission on Public Records; Erin Kellam, Designee for Jessica Robertson, Commissioner, Department of Administration; Jacob Speer, Director, Indiana State Library; Kurt Webber, Lay Member; Mallory Wilson, Designee for Connie Lawson, Secretary of State.

Members absent: None. Commission staff in attendance: Amy Robinson, Records Management; Beverly Stiers, County and Local Government Records Management. Guests in attendance: Ted Cotterill, PLA; Justin Forkner, Department of Homeland Security; Portia Bailey, Barnes and Thornburg; Stephanie Cox, Evansville Police Dept.; Scott Caudill, Fort Wayne Police Dept.

15-5-20-02

NEXT MEETING

Caroline Bradley announced the next meeting would be held June 17, 2015 at 1:30 p.m. in Conference Room 10, Indiana Government Center South, 1st Floor.

15-5-20-03

PREVIOUS MEETING

A motion was made by Pam Bennett and seconded by Mallory Wilson to approve the minutes of the April 15, 2015 meeting. Motion carried.

Caroline Bradley then stated in these Minutes it stated we were going to follow up with the State Board of Accounts concerning what, if any, audits they would do and what records would be involved in regard to the Commission for Higher Education Retention Schedule, Board of Proprietary Education. Mike Bozyski stated he would be happy to follow up on this. Ms. Bradley stated it concerned the time of scanning the records and was for non-public schools, universities and the term of holding the records was based on the State Board of Accounts audit of those records. Amy Robinson said she would get him more information and Ms. Bradley stated there was a comment to make sure the retention was based on what actually happened.

15-5-20-04

OLD BUSINESS

1. County/Local General Retention Schedule (GEN)

GEN 10-43 – Routine Surveillance Recordings

A motion was made by Jim Corridan and seconded by Pam Bennett to approve GEN 10-43 as modified. Caroline Bradley opened the floor for comments and questions. Mr. Corridan stated we are pretty comfortable at staying with 30 days. Mr. Corridan stated the Commission on Public Records staff is still contemplating the splitting out at some point in the near future because this is really

routine surveillance recordings. Mr. Corridan stated we think maybe law enforcement should be slightly different because some of this may fall under the investigatory issues which there are some exemptions as far as public access and other parts of this would not have those kind of exemptions. Mr. Corridan stated we feel the term is probably correct. Luke Britt stated they are getting questions weekly on how they should go about doing this and this is a good start. Mr. Britt stated it might need to be massaged a little bit as far as investigatory exceptions. Jim Corridan stated we are working on a law enforcement retention schedule and we might move what this says to that schedule with the public access component added to it, and then we have general surveillance for buildings and things like that in the general retention schedule.

A vote was then taken and motion carried.

15-5-20-05

DIRECTOR'S REPORT

Jim Corridan reported on some significant items. The legislation on the Commission on Public Records name change was adopted, so as of July 1, 2015 the Indiana Commission on Public Records will become the Indiana Archives and Records Administration. Mr. Corridan stated there was a change to the Health Department's law in our bill that makes death certificates public and there is a caveat to that so social security numbers are blocked out. Mr. Corridan reported there are several changes dealing with local government and in the past the local Commission of Public Records had certain responsibilities to meet and it was almost completely coming to this Board as far as the retention schedule process. They will still have a role to play in transferring records to local historical societies and also approving disposition for local records that are not on a retention schedule. Mr. Corridan stated on the local level, the office holders who serve on the County Commission of Public Records can now name a designee and hopefully this will make it easier for them to schedule meetings. Mr. Corridan stated a year ago the County Clerks changed the law so that either they or the County Recorder can serve as Secretary of the County Commission. Mr. Corridan stated legislation is now included that requires the Clerk or Recorder to let us know who is the Secretary in their county.

Secondly, Jim Corridan reported that Governor Pence's budget includes \$25,000,000 for a new State Archives building. This was adopted by the State Legislature and it is one of the Bicentennial premier projects. Mr. Corridan stated the Department of Administration is finalizing a location for the building and the hope is by the end of 2017 or the beginning of 2018 the building will be completed and the Archives will move from their current location on 30th Street to the new facility.

Jim Corridan also reported that the Commission on Public Records as of July 1, 2015 will start the process of implementing software which will manage four (4) of our six (6) divisions. The State Archives, Records Center, parts of Micrographics, Archives records program will all be moving toward some new software that will allow much better access to our inventory, collections and also impact State Agencies so that when it is completed they can schedule transfers of paper records electronically and transfer electronic records electronically through this new system and then track where those records are digitally housed so whether they are in the Records Center and also create additional warehouse locations, so if the Department of Revenue has 50,000 boxes sitting in the warehouse they will go into the software and know where the boxes are and manage them from their location. Mr. Corridan stated this will be a significant jump forward for records management.

15-5-20-06

AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULE(S)

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

1. DEPARTMENT OF HOMELAND SECURITY

Fire, Building and Equipment Safety

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

2. FAMILY AND SOCIAL SERVICES ADMINISTRATION

Division of Aging

A motion was made by Jim Corridan and seconded by Mike Bozyski to approve Schedule No. 2 as submitted. Caroline Bradley stepped down and stated that Record Series 81-825 is being deleted because it is now included in Record Series 81-821 but 81-821 was not changed. Amy Robinson said nothing had to be changed because it was already included in 81-821. A vote was then taken and motion carried.

3. LOTTERY COMMISSION

A motion was made by Jacob Speer and seconded by Luke Britt to approve Schedule No. 3 as submitted. Caroline Bradley stepped down and asked on page 10 of 11, Record Series 2007-87, Minority and Women Business Plan and Related Materials, is that not already in the General Retention Schedule? Amy Robinson stated it is because they want a separate one to deal with their integrated services because they have a contractor that does this for them and they would not have instructions to tell them what to do with them. A vote was then taken and motion carried.

15-5-20-07

NEW BUSINESS

1. Updating Agency Retention Schedules

Jim Corridan made a motion in compliance with Senate Bill 528, the Oversight Committee on Public Records approve an update to all existing Retention Schedules and Oversight Committee on Public Records Policies, at both the State and local level, amending all instances of ICPR and Commission on Public Records to IARA, Indiana Archives and Records Administration effective July 1, 2015. Pam Bennett seconded, motion carried.

2. Fee Schedule for Merchandise Delegation

Jim Corridan stated in Senate Bill 528 at one point we had language that was not quite this specific but there was language allowing the Commission on Public Records to sell copies at gift shop or bookstore of things that might be of interest to the public and create some extra revenue. Mr. Corridan stated because we have the ability to do this through this Committee rather than having to have a new law established, the Governor's office recommended we run it through this Committee and not put it into the law. Rather than us bring up postcards @ 25 cents per postcard and the next month we have a certain size poster, black and white, next month it is colored and this would blog things and we were not sure the OCPR would want to get involved with every single item. Mr. Corridan stated these are reproduction merchandise sales, not a single original item. Caroline Bradley asked if the State Board of Accounts would get involved or would we have a periodic review or just make a motion to approve the authorization. Mike Bozyski asked if the money collected from this is going into a State account, specific fund. Mr. Corridan stated it would be the revolving account, a non-reverting account that has specific requirements as to how it can be spent (for supporting preservation and access to the Archives collections) and he stated there is a law that states it would have to go into the State Archives Reproduction Account. Mr. Corridan stated the fees would have to be established by the Oversight Committee. Mr. Bozyski stated he did not think it would hurt to revisit the fees.

Jim Corridan made a motion that the Indiana Archives and Records Administration established under IC 5-15-5.1 under the authority of the Oversight Committee on Public Records market and merchandise for retail purposes copies of documents, prints, photographs and memorabilia found

within the State Archives collection at rates established by the IARA effective July 1, 2015 to be reviewed every two (2) years. The revenue generated will be deposited in the State Archives Reproduction Account as required by law. Motion seconded by Adam Berry. Motion carried.

15-5-20-08

ADJOURNMENT

There being no further business before the Committee, Luke Britt moved that the meeting be adjourned, seconded by Pam Bennett. Motion carried. Meeting adjourned at 1:53 p.m.