

OVERSIGHT COMMITTEE ON PUBLIC RECORDS  
Regular Meeting August 19, 2015

15-8-19-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, August 19, 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; Mike Bozyski, Designee for Paul Joyce, State Examiner, State Board of Accounts; Caroline Bradley, Designee for Paul Baltzell, Chief Information Officer, Office of Technology; Jim Corridan, Director & State Archivist, Indiana Archives and Records Administration; Erin Kellam, Designee for Jessica Robertson, Commissioner, Department of Administration; Jacob Speer, Director, Indiana State Library; Kurt Webber, Lay Member.

Members absent: Adam Berry, Designee for Mike Pence, Governor; Luke Britt, Public Access Counselor; Mallory Wilson, Designee for Connie Lawson, Secretary of State. Commission staff in attendance: Claire Horton, State Archives; Amy Robinson, Records Management; Beverly Stiers, County and Local Government Records Management. Guests in attendance: David Cochran and Dylan Padgett, IOT Interns.

15-8-19-02

NEXT MEETING

Caroline Bradley announced the next meeting would be held September 16, 2015 at 1:30 p.m. in Conference Room 10, Indiana Government Center South, 1<sup>st</sup> Floor.

15-8-19-03

PREVIOUS MEETING

A motion was made by Jim Corridan and seconded by Erin Kellam to approve the minutes of the June 17, 2015 meeting. Motion carried.

15-8-19-04

OLD BUSINESS

None

15-8-19-05

DIRECTOR'S REPORT

Jim Corridan stated he will cover later under New Business progress that is being made on the State Archives building and they still do not have a firm site for this building. Mr. Corridan stated they continue to progress with the inventory and will also talk about this under New Business. Claire Horton works at the State Archives and has been coordinating the inventory, which is a massive project. Mr. Corridan stated they are also working with new software which will be available for Agencies across the State to utilize to transfer records to the State Archives and Records Center.

15-8-19-06

AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULE(S)

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

1. ARCHIVES AND RECORDS ADMINISTRATION

Records Management

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

2. DEPARTMENT OF HEALTH

Acute Care

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

Amy Robinson distributed a paper to the Oversight Committee and stated that in addition to those amendments requested on the individual drafts, the words “Commission on Public Records, State Archives Division” needed to be amended to read simply “State Archives” on Retention Schedules No. 3, 5, 6, 7 and 8. A motion was then made by Jim Corridan and seconded by Mike Bozymski to change the wording of Commission on Public Records, State Archives Division to State Archives. Motion carried.

3. DEPARTMENT OF HEALTH

Chronic Disease Division-Breast and Cervical Cancer and Related Programs

A motion was made by Mike Bozymski and seconded by Erin Kellam to approve Schedule No. 3 as amended. Motion carried.

4. DEPARTMENT OF HEALTH

Children’s Special Health Care

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

5. DEPARTMENT OF HEALTH

Chronic Disease Epidemiology

A motion was made by Pam Bennett and seconded by Mike Bozymski to approve Schedule No. 5 as amended. Motion carried.

6. DEPARTMENT OF HEALTH

Environmental Public Health

A motion was made by Jacob Speer and seconded by Erin Kellam to approve Schedule No. 6 as amended. Motion carried.

7. DEPARTMENT OF HEALTH

Epidemiology Resource Center

A motion was made by Jim Corridan and seconded by Jacob Speer to approve Schedule No. 7 as amended. Motion carried.

8. LIEUTENANT GOVERNOR’S OFFICE

Community and Rural Affairs

A motion was made by Pam Bennett and seconded by Jim Corridan to approve Schedule No. 8 as amended. Mike Bozymski stated there is no mention of an audit requirement and this is part of the Main Street Program, where cities and towns applied for funding. Mike Bozymski made a motion to state “Delete electronic records after receipt of State Board of Accounts Audit Report and satisfaction of unsettled charges”, seconded by Jim Corridan. A vote was then taken on the adoption of the

amendment and motion carried. A vote was then taken to approve the twice amended Retention Schedule No. 8, motion carried.

15-8-19-07

#### NEW BUSINESS

Caroline Bradley introduced the two (2) interns present from IOT, David Cochran and Dylan Padgett.

Jim Corridan stated he did want to share some of the details of the architectural design team and their conversations with us. Mr. Corridan stated for three (3) days they met with all the staff and talked about the needs for the facility and the space to be required. Mr. Corridan stated if any of the Oversight Committee members have any thoughts about what you think should be in the State Archives, you are welcome to submit them to us and they will be forwarded on to the design team.

Jim Corridan stated IARA does not currently have a pricing set for 8 ½ x 14 or smaller scanned color documents. Mr. Corridan stated they would like to establish a price at \$0.12 per image, which is below the market price. Jim Corridan made a motion that a color scanning price of \$0.12 be established effective October 1, 2015. Pam Bennett seconded, motion carried.

Historic Records without Records Series – Jim Corridan stated in the process of doing the inventory, we have provided a list which shows on the first 2 ½ pages historical records that are likely no longer created and the final page lists the historical records that are likely still being created. Mr. Corridan stated these are things that were found in the course of the inventory.

Jim Corridan made a motion that the Oversight Committee on Public Records authorizes the Indiana Archives and Records Administration to establish record series and retention schedules as needed for historical records that are in the State Archives holdings and for the purpose of allowing us to establish the computer system depending on it and that once they are established they will be presented to the Oversight Committee as well for review and approval. Pam Bennett seconded, motion carried.

Jim Corridan stated one other thing is there is some discussion within our Agencies - Indiana has traditionally based the retention off of the Agency that transferred the records. Some other states base the retention off of the creating agency. For instance, if you look down at the bottom of the first page, Commissioner's Court Record, the County Commissioners used to hold court to decide issues – they are the ones who created the record but really the Auditor housed the records so the Auditor is the one who has transferred the records to the State Archives. Mr. Corridan stated IARA is reviewing the benefits of altering Indiana's current system.

Jim Corridan stated there are some other by-products coming out of this project; one is that they are doing a basic history of every Agency's name and structure.

15-8-19-08

#### ADJOURNMENT

There being no further business before the Committee, the meeting was adjourned by consent at 1:56 p.m.