

OVERSIGHT COMMITTEE ON PUBLIC RECORDS
Regular Meeting March 16, 2016

16-3-16-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, March 16, 2016. The meeting was called to order by Chairman Luke Britt, Public Access Counselor, at 1:30 p.m. in Conference Room 10, Indiana Government Center South-First Floor.

Members present constituting a quorum: Christopher Anderson, Designee for Mike Pence, Governor; Mike Bozyski, Designee for Paul Joyce, State Examiner, State Board of Accounts; Luke Britt, Public Access Counselor; Jim Corridan, Director & State Archivist, Indiana Archives and Records Administration; Erin Kellam, Designee for Jessica Robertson, Commissioner, Department of Administration; Chandler Lighty, Director, Indiana Historical Bureau; Mallory Long, Designee for Connie Lawson, Secretary of State; Jacob Speer, Director, Indiana State Library; Kurt Webber, Lay Member.

Members absent: Graig Lubsen, Designee for Dewand Neely, Chief Information Officer, Office of Technology.

Commission staff in attendance: Valerie Michael, Deputy Director; Amy Robinson, Records Management; Beverly Stiers, County and Local Government Records Management.

Guests: None.

16-3-16-02

NEXT MEETING

Luke Britt announced the next meeting would be held April 20, 2016 at 1:30 p.m. in Conference Room 10, Indiana Government Center South, 1st Floor.

16-3-16-03

PREVIOUS MEETING

A motion was made by Mike Bozyski and seconded by Erin Kellam to approve the minutes of the December 16, 2015 meeting. Motion carried.

16-3-16-04

OLD BUSINESS

Historical Records at Archives – Jim Corridan stated two (2) months ago they started the process of adopting additional record series that dealt with the historical records at the State Archives. Mr. Corridan stated today they have five (5) more to bring forward which were listed on a handout provided to the Oversight Committee, and they were the first five (5) items on page 1 of 4. Mr. Corridan stated they have two (2) judicial record series which are at the county court level and then three (3) additional record series that are no longer created in this way. Mr. Corridan moved they adopt the five (5) new record series, seconded by Mallory Long. Motion carried.

16-3-16-05

DIRECTOR'S REPORT

Jim Corridan stated they are now at a point where all the data for the software from State Archives has been sent to the vendor for loading into the AXAEM software program so the catalog will be online soon. They are also in the process of sending all the Records Center data so hopefully they will be in a position where State Agencies will look at the Records Center data and see what belongs to them and the citizens of Indiana will be able to look at the Archives data and see what they can access. Mr. Corridan stated his guess is sometime at the beginning of the second quarter this will all be loaded.

Jim Corridan stated they have a huge project going with Ancestry.com where they have been working to digitize the birth, death and marriage records in Indiana. Mr. Corridan stated some of them were held by the Health Department and the Archives have copies. Mr. Corridan stated that project is near completion and in June, 2016 Ancestry will make this all available. Mr. Corridan stated it has gone slower than they anticipated because they had calculated there were about 13.5 million records and it turns out there are about 16 million records they are putting online which is one of the largest projects they have done for any State. Mr. Corridan stated once they go up in June the next three (3) years you can access that information onsite at the State Archives or you can have an Ancestry. Mr. Corridan stated after that three (3) year period the State Archives can make it available for free. Mr. Corridan stated they are also looking at something potentially doing something that the State Library does where people have access to a database called Inspire through the Internet protocol, so if you have an Indiana IT address you can access things for free. Ancestry is willing to let us negotiate the ability for citizens of Indiana with an IT authenticated address to be able to access all this for free and not have to wait for three (3) years but the rest of the nation could not do that.

Jim Corridan stated at the next meeting they may likely have a fairly solid draft of the Public Schools which will also include Charter Schools Retention Schedule for review.

Mr. Corridan stated the other piece of that is the Law Enforcement Retention Schedule which we have been working on for quite some time. Mr. Corridan stated we want to get the schools done first and law enforcement will come right afterwards. Mr. Corridan stated there is a bill they think the Governor will be signing concerning body cams and if that is done, it will go into effect July 1, 2016 and will require body camera video be retained for 190 days.

Jim Corridan stated the April 20, 2016 meeting may have to be changed and Bev Stiers will contact you to look for another date, the Wednesday before or the Wednesday after April 20.

16-3-16-06

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 HEALTH

Chronic Disease

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

NEW BUSINESS

Election of Officers – Kurt Webber made a motion to nominate Luke Britt as Chairman and Mike Bozyski as Vice Chair, seconded by Mallory Long. Motion carried.

16-3-16-08

ADJOURNMENT

There being no further business before the Committee, meeting adjourned at 1:43 p.m.