

OVERSIGHT COMMITTEE ON PUBLIC RECORDS
Regular Meeting October 26, 2016

16-10-26-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, October 26, 2016. The meeting was called to order by Chairman Luke Britt, Public Access Counselor, at 1:30 p.m. in Conference Room 3, 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; Graig Lubsen, Designee for Dewand Neely, Chief Information Officer, Office of Technology.

Members absent: Mallory Long, Designee for Connie Lawson, Secretary of State; Jacob Speer, Director, Indiana State Library; Kurt Webber, Lay Member.

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

16-10-26-02

NEXT MEETING

Luke Britt announced the next meeting would be held November 16, 2016 at 1:30 p.m. in Conference Room 10, Indiana Government Center South, 1st Floor.

16-10-26-03

PREVIOUS MEETING

A motion was made by Chandler Lighty and seconded by Mike Bozyski to approve the minutes of the September 21, 2016 meeting. Motion carried.

16-10-26-04

OLD BUSINESS

None

16-10-26-05

DIRECTOR'S REPORT

Jim Corridan reported a written report was furnished with the packet. Mr. Corridan stated in addition we are now working through the online module for the catalog with the AXAEM software to make it easy for people to access information at the State Archives.

16-10-26-06

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 TOXICOLOGY

Graig Lubsen stated he had some questions concerning this schedule. He stated there is a typo in 2012-17 – word including listed twice. Also, in that same one he would propose changing line 1 of that same record series to change word done to completed. Mr. Lubsen also had a question concerning 2012-18 as to why the retention was being changed from ten (10) years to five (5) years. Amy Robinson stated this only contains equipment testing records and not any case records. They are covered in 2012-16 and 2012-17. Luke Britt stepped down and stated in some of these there is reference to IARA and the Archives and in others it is still the Commission on Public Records, namely 2012-20. Amy Robinson stated this was being deleted. This Board specifically authorized the change from Commission on Public Records to Archives and Records Administration but they did not authorize each and every one.

Mr. Lubsen had another question concerning 2012-17, the retention period talks about deleting any born-digital records after 25 years, but it doesn't discuss when those records are transferred, does the Agency maintain them and Amy Robinson said that is correct. Hard copies are transferred two (2) years after tests are conducted and destroyed after an additional 23 years.

A motion was made by Jim Corridan to adopt the Department of Toxicology Retention Schedule as amended in Record Series 2012-17, seconded by Graig Lubsen. Motion carried.

2. HORSE RACING COMMISSION

Graig Lubsen had a question concerning Record Series 2005-44 and 2005-45. 2005-45 is being deleted and combined with 2005-44; however, there are some records mentioned in 2005-45 that are not now included in 2005-44. Amy Robinson said they no longer exist. Mr. Lubsen then stated on 2005-46 it is asking to delete entries when outdated or replaced and asked if that included paper as well as electronics. Ms. Robinson stated she believes that the two (2) versions to which they refer are an original database and printouts, so the paper is just a duplicate. Mr. Lubsen then asked about 2005-50 and if they are wanting to keep the electronic version permanently. Ms. Robinson stated that is what they want. Mr. Lubsen was concerned about the storage cost and from 2014 to 2015 it went up by \$1,500. Jim Corridan stated what they really need to do is transfer them to the Archives and we should check with the Agency on this. Mr. Corridan stated we need to figure out if the paper copy will work for them or if they want to keep an electronic copy at IOT or is there is an electronic copy at the Archives they can access. Mr. Lubsen then asked about Items No. 21 and 23 on page 6 of 7 and the Indiana Code which is referenced. Mr. Lubsen that IC refers to medical records and confidentiality so he does not think that would apply. Mr. Corridan stated they would go back and ask the Agency to verify their citations. A motion was made by Jim Corridan and seconded by Mike Bozyski to adopt the Horse Racing Commission Retention Schedule as amended to exclude New Items 21 and 23 until we get further clarification from the Agency. Motion carried.

3. PUBLIC SAFETY AGENCIES

Before the Public Safety Retention Schedule is approved by the Oversight Committee, Mr. Britt would like clarification from the Public Safety Agencies on the difference between the Internal Affairs file, the personnel file and investigation of crime files and how the investigatory file comes into play between those three (3) files.

Mr. Britt asked if this applies somewhat to the Agency itself as well as any kind of Merit Commission or are they two (2) separate governing bodies. Mr. Corridan stated like Merit Board and that was not addressed anywhere. This is dealing directly with the administration of the public departments.

Graig Lubsen stated on history, PSA 16-22, Crime Statistic Reports, he knows the Indiana State Police is working on what is called uniform crime report, we are one of two states that does not have that, would this fall under that.

Graig Lubsen asked what is the difference between PSA 16-17 and PSA 16-21, both titled Radio Transmissions. Jim Corridan stated we really only need PSA 16-17 and other one will be deleted. Mr. Lubsen asked if this would include 911 calls.

At the request of Mr. Corridan, Luke Britt stated the Public Safety Retention Schedule will be tabled until next month when some of the concerns can be addressed.

16-10-26-07

NEW BUSINESS

Luke Britt wanted to mention something that goes along with our session this afternoon in that maybe it would be helpful to have a liaison or representative from each Agency to answer some of these questions we have on the retention schedules presented at the meeting. Mr. Britt stated he would be in favor of almost requiring a representative to attend the meeting. Jim Corridan stated we have Records Coordinators who could be contacted. Amy Robinson stated that she e-mails the coordinators when the schedules are put on the Agenda and informs them of this. Ms. Robinson stated she would tell the Agency to have a representative at the meeting and Mr. Britt stated that is the direction in which he is leaning. Mr. Corridan stated we may want to be a little more discerning than that since some of these are just language updates or something simple versus more complex and ones with constant changes. Mr. Corridan stated let's just start and see where we are but reach out to them especially with ones that are more cumbersome.

16-10-26-08

ADJOURNMENT

There being no further business before the Committee, meeting adjourned at 2:00 p.m.