

OVERSIGHT COMMITTEE ON PUBLIC RECORDS
Regular Meeting December 7, 2016

16-12-07-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, December 7, 2016. The meeting was called to order by Chairman Luke Britt, Public Access Counselor, at 1:30 p.m. in Conference Room 14, 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; Chandler Lighty, Director, Indiana Historical Bureau; Mallory Long, Designee for Connie Lawson, Secretary of State; Graig Lubsen, Designee for Dewand Neely, Chief Information Officer, Office of Technology; Jacob Speer, Director, Indiana State Library.

Members absent: Erin Kellam, Designee for Jessica Robertson, Commissioner, Department of Administration; Kurt Webber, Lay Member.

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

Guests in attendance: Lea Ellingwood and Holly Newell, Horse Racing Commission; Tara Eggen, Veterans' Affairs; Marisa Smith, Secretary of State; Serena Owens, GRM Document Management.

16-12-07-02

NEXT MEETING

Luke Britt announced the next meeting would be held January 18, 2017 at 1:30 p.m. in Conference Room 10, Indiana Government Center South, 1st Floor.

16-12-07-03

PREVIOUS MEETING

A motion was made by Jim Corridan and seconded by Mike Bozyski to approve the minutes of the October 26, 2016 meeting. Motion carried.

16-12-07-04

OLD BUSINESS

None

16-12-07-05

DIRECTOR'S REPORT

Jim Corridan reported a written report was furnished with the packet. Mr. Corridan stated on the Agenda you will see the Public Safety Retention Schedule and you do not have it, as it is not ready for presentation. Mr. Corridan stated there is some progress with the State Archives building. Mr. Corridan reported this Friday, December 9, is the celebration of Statehood Day. Mr. Corridan extended an invitation for everyone to join them.

16-12-07-06

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
HIV/STD Division

A motion was made by Chandler Lighty and seconded by Jim Corridan to adopt Schedule No. 1 as submitted. Motion carried.

2. DEPARTMENT OF HEALTH
Soldiers and Sailors Children's Home

Jim Corridan stated they are reflecting this as being deleted, but technically these records exist inactive because their records still remain at the State Archives.

A motion was made by Mike Bozymski and seconded by Graig Lubsen to adopt Schedule No. 2 as submitted. Motion carried.

3. HORSE RACING COMMISSION

A motion was made by Graig Lubsen and seconded by Jim Corridan to adopt Schedule No. 3 as submitted. Motion carried.

4. LOBBY REGISTRATION COMMISSION

Graig Lubsen stated in new item No. 4 the code citation is no longer in existence, IC 5-14-7-4, it was repealed in 2015. Amy Robinson stated they could remove the code citation and leave the verbiage as is. Mr. Lubsen stated if we are going to say something is required he would like to have a code citation to back that up.

Luke Britt suggested going on with the rest of the Retention Schedules and coming back to it. After addressing the remaining Schedules, Mr. Britt stepped down and suggested tabling this Schedule until the next meeting.

5. SECRETARY OF STATE
Agencywide Schedule

A motion was made by Mallory Long and seconded by Mike Bozymski to approve Schedule No. 5 as submitted. Motion carried.

6. VETERANS' AFFAIRS

Graig Lubsen stated Item No. 6, IC 9-14-3-5(b) is no longer in existence. Mr. Lubsen stated he is not sure that matters because there is reference to IC 9-18-2-47 in which retention is consistent. A motion was made by Jim Corridan and seconded by Graig Lubsen to approve Schedule No. 6 as submitted. Graig Lubsen then made a motion to adopt Retention Schedule No. 6 with the removal of code citation IC 9-14-3-5(b), seconded by Jim Corridan. Motion carried.

16-12-07-07

NEW BUSINESS

Jim Corridan stated there will an election of the Chairman and Vice-Chairman at the January 18, 2017 meeting.

16-12-07-08

ADJOURNMENT

There being no further business before the Committee, meeting adjourned at 1:45 p.m.