

OVERSIGHT COMMITTEE ON PUBLIC RECORDS
Regular Meeting March 15, 2017

17-3-15-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, March 15, 2017. The meeting was called to order by Chairman Luke Britt, Public Access Counselor, at 1:30 p.m. in Conference Room 12, Indiana Government Center South-First Floor.

Members present constituting a quorum: 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; Mallory Long, Designee for Connie Lawson, Secretary of State; Jacob Speer, Director, Indiana State Library.

Members absent: None

Guests: None

IARA staff in attendance: Marilyn Fernandez, Deputy Director; Amy Robinson, Records Management; Beverly Stiers, County and Local Government Records Management.

17-03-15-02

NEXT MEETING

Luke Britt announced the next meeting would be held April 19, 2017 at 1:30 p.m. in Conference Room 12, Indiana Government Center South, 1st Floor.

17-03-15-03

PREVIOUS MEETING

A motion was made by Chandler Lighty and seconded by Graig Lubsen to approve the minutes of the January 18, 2017 meeting. Mike Bozyski stated he had a correction to the Minutes in that the starting time should be 1 p.m. instead of 1:30 p.m. A motion was then made to approve Minutes as amended. Motion carried.

17-03-15-04

OLD BUSINESS

Luke Britt stated Jim Corridan had sent a draft copy of the proposed Public Safety Retention Schedule and he asked if there were any amendments proposed. Jim Corridan stated there was one word to change in PSA 17-8, Misdemeanors, and changed arrested to charged. Mr. Corridan stated he thinks this is a pretty solid start for this schedule. Luke Britt stated he did reach out to the State Police and he did not hear back from them. A motion was made by Erin Kellam and seconded by Jim Corridan to approve the Public Safety Retention Schedule as submitted. Motion carried.

17-03-15-05

DIRECTOR'S REPORT

Jim Corridan stated he would like to suggest that the time of the OCPR monthly meeting be changed to 1 p.m. instead of 1:30 p.m. Mr. Corridan asked if that created a conflict with anyone and no comments were made.

Jim Corridan reported a written report was furnished with the packet. Mr. Corridan stated there are additions to the Archives and Records Administration staff as follows: Jennifer Hodge is the Director of Outreach and Education, formerly with IDOA serving as the Director of the Capitol Tour Office; and Sam Alderfer is the Communications Director and we are temporarily sharing him with the Bicentennial Committee as he wraps up his work there.

IARA is planning Records Management programs across Indiana again this year, we already have one scheduled in Dearborn County in April and hope to have one in Miami, Dubois and Jackson Counties. Mr. Corridan stated in addition yesterday he spoke at the Southern District Circuit Court Clerks Conference and in June they will be having their annual State Board of Accounts Conference and he has extended an invitation for them to come to the State Archives.

Jim Corridan reported that Axaem should be live by next month.

Mr. Corridan stated they were notified by the Supreme Court last week that they are moving and need help with their old records. There are an unknown quantity of records being transferred to the State Archives and Records Center.

Jim Corridan stated that the Governor's office has been notified that they need to appoint three (3) vacancies to OCPR. Mr. Corridan stated that if more than two (2) people cannot make it to the meeting, we do not have a quorum.

17-03-15-06

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

Imaging and Microfilm Lab

A motion was made by Mike Bozyski and seconded by Erin Kellam to adopt Schedule No. 1 as submitted. Motion carried.

2. DEPARTMENT OF EDUCATION

School Food and Nutrition

A motion was made by Chandler Lighty and seconded by Mallory Long to adopt Schedule No. 2 as submitted. Motion carried.

3. DEPARTMENT OF EDUCATION

Legal Affairs

A motion was made by Mallory Long and seconded by Mike Bozyski to adopt Schedule No. 3 as submitted. Motion carried.

4. GENERAL RETENTION SCHEDULE

State Agencies

A motion was made by Jim Corridan and seconded by Mallory Long to adopt Schedule No. 4 as submitted. Motion carried.

5. FINANCE AUTHORITY

Toll Road

A motion was made by Chandler Lighty and seconded by Graig Lubsen to adopt Schedule No. 5 as submitted. Motion carried.

17-03-15-07

NEW BUSINESS

None

17-03-15-08

ADJOURNMENT

There being no further business before the Committee, meeting adjourned at 1:50 p.m.