

OVERSIGHT COMMITTEE ON PUBLIC RECORDS
Regular Meeting January 16, 2019

19-01-16-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, January 16, 2019. The meeting was called to order by Chairman Luke Britt, Public Access Counselor, at 10:00 a.m. in Conference Room C, Indiana Government Center South-First Floor.

Members present constituting a quorum: Luke Britt, Public Access Counselor; Cynthia Carrasco, Governor's Designee; Samantha Chapman, Designee for Connie Lawson, Secretary of State; Tammy Glickman, Designee for Leslie Crane, Commissioner, Department of Administration; Doug Kowalski, Designee for Paul Joyce, State Examiner, State Board of Accounts; Chandler Lighty, Executive Director, Indiana Archives and Records Administration; Graig Lubsen, Designee for Dewand Neely, Chief Information Officer, Office of Technology; 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.

19-01-16-02

NEXT MEETING

Luke Britt announced the next meeting will be held February 20, 2019 at 10:00 a.m. in Conference Room 12, Indiana Government Center South, 1st Floor.

19-01-16-03

PREVIOUS MEETING

A motion was made by Samantha Chapman and seconded by Cynthia Carrasco to approve the minutes of the November 14, 2018 meeting. Motion carried.

19-01-16-04

NEW BUSINESS

Election of Officers

Luke Britt, outgoing Chairman, stated he has served his three (3) consecutive terms and will be stepping down after the election. Mr. Britt stated he did want to recognize and thank the staff of IARA for doing a good job in getting materials ready for the OCPR meetings.

Election of officers was then held and Doug Kowalski nominated Tammy Glickman for Chairman. There being no further nominations, Tammy Glickman was elected Chair. Tammy Glickman then nominated Doug Kowalski as Vice-Chairman. There being no further nominations, Doug Kowalski was elected Vice-Chairman.

19-01-16-05

DIRECTOR'S REPORT

Chandler Lighty stated there are a couple of items not on the copy of the Director's Report that was sent to the Committee. Mr. Lighty reported IARA has finalized an MOU with FamilySearch to digitize Indiana's marriage records from 1958-1963 at the county level. These records were not captured during their previous efforts in the state. As they go county to county, they will also find any outstanding marriage records from pre-1958 and digitize death records and probate records. IARA has had a long-standing MOU with FamilySearch; they have the images up online where people can go look at the data for free, so it's a great partnership. We will get a copy of the data, and the County Clerk will also have an opportunity to receive a copy of the data.

Due the recent spate of several proprietary colleges abruptly closing in the state, IARA has been wrestling with servicing transcript requests from former and current students of these institutions. IARA has one dedicated staff person to this who cannot keep up with overwhelming demand. We spoke with the Commission on Higher Education at Cindy's suggestion and we mutually concluded to direct the bulk of those transcript requests to Parchment, a for-profit company, for fulfillment. This will allow IARA to focus our efforts on preservation of those records.

19-01-16-06

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 LOCAL GOVERNMENT FINANCE

Agency-wide Schedule

A motion was made by Tammy Glickman and seconded by Doug Kowalski to adopt Schedule No. 1 as submitted. Motion carried.

2. DEPARTMENT OF NATURAL RESOURCES

Division of Water

A motion was made by Cynthia Carrasco and seconded by Tammy Glickman to adopt Schedule No. 2 as submitted. Motion carried.

3. DEPARTMENT OF TRANSPORTATION

Traffic Division

A motion was made by Jacob Speer and seconded by Doug Kowalski to adopt Schedule No. 3 as submitted. Motion carried.

19-01-16-07

OLD BUSINESS

IARA State Archives Fee Schedule

Chandler Lighty stated that a Fee Schedule had been presented to the Oversight Committee last year without a lot of time for OCPR members to review it before the meeting. The schedule was approved at that time. However, with IARA's change in leadership, Mr. Lighty and a few of his staff re-evaluated the schedule and concluded that further changes needed to be made, including the fact that some of the prices are too high and that the fee schedule was too complicated in some respects.

It was asked at a previous meeting if it were possible to move the location of the copy machine at the Archives to reduce cost. Mr. Lighty stated that Deputy Director Claire Horton did not believe there would be enough use of the public copier to warrant moving it into the reading room. She also mentioned that many of the records are fragile and need to be handled by staff. There has also been a major increase in patron use of camera phones, so most large copy jobs are for off-site researchers. This is why copies will be kept at 50 cents as opposed to dropping the price to a quarter.

A motion was made by Doug Kowalski and seconded by Samantha Chapman to approve the Archives Fee Schedule presented to the Oversight Committee. Motion carried.

19-01-16-08

ADJOURNMENT

There being no further business before the Committee, meeting adjourned at 10:13 a.m.