

OVERSIGHT COMMITTEE ON PUBLIC RECORDS MEETING MINUTES

Regular Meeting October 16, 2019

19-10-16-1

CALL TO ORDER

A regular meeting of the Oversight Committee on Public Records was held on Wednesday, October 16, 2019. The meeting was called to order by Vice Chairman Doug Kowalski, Designee for Paul Joyce, State Examiner, State Board of Accounts at 10:01 a.m., Conference Room 12, Indiana Government Center, South-First Floor.

Members present constituting a quorum: Jerry Bonnet, Designee for Connie Lawson, Secretary of State; Luke Britt, Public Access Counselor; Chandler Lighty, Executive Director, Indiana Archives and Records Administration; Scott Uecker, professional journalist/lay member.

Attending by call-in: Tamara Hemmerlein, lay member; Jay Phelps, County Clerk/Bartholomew County.

Members absent: Cynthia Carrasco, Governor's Designee; Tammy Glickman, Designee for Lesley Crane, Commissioner, Department of Administration; Graig Lubsen, Designee for Dewand Neely, Chief Information Officer, Office of Technology; Jacob Speer, Director, Indiana State Library.

Guests: none

IARA staff in attendance: Marilyn Fernandez, Deputy Director; Meaghan Fukunaga, Deputy Director, Electronic Records; Imelda Gonzalez, county and Local Government Records Management; Amy Robinson, Records Management.

19-10-16-2

NEXT MEETING

The next meeting will be held Wednesday, December 11, 2019 at 10:00 a.m., Conference Room 29, Indiana Government Center, First Floor. (There is no meeting scheduled for November, 2019.)

19-10-16-3

PREVIOUS MEETING

A motion was made by Luke Britt, seconded by Scott Uecker, to approve the minutes of the September 18, 2019 meeting. Motion carried.

19-10-16-4

DIRECTOR'S REPORT

Chandler Lighty submitted the Director's Report previously distributed to the OCPD for review. The report includes a narrative from Claire Horton/Archives, Marilyn Fernandez/Records Management, Kim Hagerty/Digitization & Micrographics and Meaghan Fukunaga/Electronic

Records highlighting the points from the various divisions. Dr. Alan January will be honored on November 4 with a Lifetime Achievement Award from the Indiana Historical Society for his contributions over his career to the history of Indiana.

19-10-16-5

NEW BUSINESS

No new business was introduced at this meeting.

19-10-16-6

AGENCY REQUESTS – RECORDS RETENTION AND DISPOSITION SCHEDULES

The Oversight Committee on Public Records took the following actions regarding retention and disposition schedules:

1. ARCHIVES and RECORDS ADMINISTRATION/Records Center

A motion was made by Luke Britt, seconded by Scott Uecker to adopt Schedule 1. A roll call vote was taken of the membership present and by call-in by Vice Chairman, Doug Kowalski. Motion carried.

2. ARCHIVES and RECORDS ADMINISTRATION/Records Management

A motion was made by Scott Uecker, seconded by Luke Britt to adopt Schedule 2. A roll call vote was taken of the membership present and by call-in by Vice Chairman, Doug Kowalski. Motion carried.

3. ARCHIVES and RECORDS ADMINISTRATION/Archives

A motion was made by Luke Britt, seconded by Scott Uecker, to adopt Schedule 3. A roll call vote was taken of the membership present and by call-in by Vice Chairman, Doug Kowalski. Motion carried.

19-10-16-7

OLD BUSINESS

1. Home Drive Policy (no action required)

A draft of Home Folder Policy was distributed for review. This draft is in response to the IOT Home drive policy and deals with the management of files in the Home drive. This draft has been distributed to IOT and IARA is awaiting a further response. Possibly this will be an action item for the next OCPR meeting. Any further updates will be distributed.

19-10-16-8

ADJOURNMENT

There being no further business before the Committee, a motion was made by Doug Kowalski, seconded by Chandler Lighty to adjourn the meeting at 10:10 a.m.