

OVERSIGHT COMMITTEE ON PUBLIC RECORDS MEETING MINUTES
Regular Meeting October 28, 2020
(Virtual meeting)

20-10-28-1

CALL TO ORDER

A virtual meeting of the Oversight Committee on Public Records was held on Wednesday, October 28, 2020. The meeting was called to order by Chairman Tammy Glickman, Designee for Lesley Crane, Commissioner, Department of Administration, at 10:01a.m.

A roll call was conducted to determine members present constituting a quorum:

Jerry Bonnet, Designee for Connie Lawson, Secretary of State; Cynthia Carrasco, Governor's Designee; Jim Ehrenberg, Designee for Tracy Barnes, Chief Operating Officer, Office of Technology; Tamara Hemmerlein, lay member: Doug Kowalski, Designee for Paul Joyce, State Examiner, State Board of Accounts; Chandler Lighty, Executive Director, Indiana Archives and Records Administration; Jacob Speer, Director, Indiana State Library; Scott Uecker, professional journalist, lay member.

Members absent: Luke Britt, Public Access Counselor; Jay Phelps, County Clerk, Bartholomew County.

Guests: None

IARA staff in attendance: Marilyn Fernandez, Deputy Director/Records Management; Meaghan Fukunaga, Deputy Director/Electronic Records; Claire Horton, Deputy Director/Archives; Kim Hagerty, Director/Digitization & Micrographic Services; Amy Robinson, Records Management; Amy Christiansen Janicki, Records Management Liaison.

20-10-28-2

NEXT MEETING

The next meeting of the OCPR is scheduled to be held on Wednesday, December 2, 2020 at 10:00a.m. as a virtual meeting.

20-10-28-3

PREVIOUS MEETING

A motion was made by Cynthia Carrasco, seconded by Doug Kowalski, to approve the minutes of the Wednesday, August 28, 2020 regular meeting of the OCPR. Motion carried.

20-10-28-4

DIRECTOR'S REPORT

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

Chandler Lighty highlighted items from the report including challenges in the Records Center during the course of the pandemic, he announced the addition of one new employee at the Records Center with the possibility of adding an additional employee later in November. He also pointed out two new digitized collections from the Archives now available online.

20-10-28-5

NEW BUSINESS

Fee schedules for the Archives and State Imaging and Micrographics Lab (SIML) are subject for review annually by OCPR. There are no proposed fee changes for the Archives at this review.

Proposed Fee Schedule Change – SIML

Kim Hagerty, Director/SIML, presented for review by OCPR the proposed revised fee schedule for SIML tasks. A lengthy discussion ensued about the increase in fees, specifically the increase for prep work, and the need for more robust dissemination of information to the agencies to set the stage for appropriate presentation of materials to be handled and processed by SIML.

A motion was made by Cynthia Carrasco, seconded by Doug Kowalski, to approve the fee schedule as presented with the exception of no change to the prep work charge. This fee will remain the same at the present time to be considered for future review.

State Form 56676 Request for Services will be revised and updated to reflect the new approved fees. This form is used by agencies and other entities to submit work for SIML review and completion

Due to time constraints, the following two items will be moved to the agenda for the next OCPR meeting:

1. OCPR Policy 02-02 Accession Policy of the Indiana State Archives
2. Election of Officers

20-10-28-6

RECORDS RETENTION AND DISPOSITION SCHEDULES (Action needed)

1. County/Local Records: Assessing Officials

A motion was made by Cynthia Carrasco, seconded by Doug Kowalski, to adopt Schedule 1. Motion carried.

2. County/Local Records: Public Libraries

A motion was made by Scott Uecker, seconded by Jacob Speer, to adopt Schedule 2. Motion carried.

3. Family and Social Services Administration/Medicaid Policy and Planning

A motion was made by Doug Kowalski, seconded by Scott Uecker, to adopt Schedule 3. Motion carried.

4. Department of Health/Epidemiology Resource Center/Tuberculosis and Refugee Health

A motion was made by Cynthia Carrasco, seconded by Tamara Hemmerlein, to adopt Schedule 4. Motion carried.

5. Department of Health/Soldiers and Sailors Children's Home

A motion was made by Doug Kowalski, seconded by Scott Uecker, to adopt Schedule 5. Motion carried.

6. Department of Toxicology

A motion was made by Doug Kowalski, seconded by Tamara Hemmerlein, to adopt Schedule 6. Motion carried.

20-10-28-7

OLD BUSINESS

60 IAC 1.1-1-2 Religious Information on Individuals is up for renewal. IARA leadership determined there is little to no need for continuation of this rule, since there is only one state form that collects this information, and the agency does not field requests to compile information for solicitation purposes as the second part of the rule permits.

A motion was made by Doug Kowalski, seconded by Jacob Speer, to allow 60 IAC 1.1-1-2 to lapse without moving for readoption. Motion carried.

Due to time constraints, the following two items will be moved to the agenda for the next OCPR meeting:

60 IAC A Imaging Standards for Original Records

60 IAC B Management of Electronic Records

20-10-28-8

ADJOURNMENT

There being no further business before the Committee, a motion was made by Doug Kowalski, seconded by Scott Uecker, to adjourn the meeting at 11:07a.m.