

# NOTICE OF MEETING AND AGENDA

**February 23, 2022, 10:00 a.m. Eastern Time**

**Indiana Archives and Records Administration**

**Meeting Location:** Indiana Government Center South, Conference Center Room D

## MEETING OF THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS

### **I. CALL TO ORDER**

### **II. ROLL CALL**

**III. DATE OF NEXT MEETING** – March 31, 2022 at 10:00 a.m.

**IV. APPROVAL OF MINUTES** – January 26, 2022

**V. DIRECTOR'S REPORT** – Chandler Lighty, Executive Director

### **VI. OLD BUSINESS**

1. New Governor's Designee (letter)
2. Forms Management updates
3. Mailbox Retention Policy

### **VII. RECORDS RETENTION AND DISPOSITION SCHEDULES (Action needed)**

1. County/Local: Public Libraries
2. County/Local: Treasurers
3. Department of Child Services: Child Support
4. Department of Labor: Indiana Occupational Safety and Health Administration (IOSHA)

### **VIII. NEW BUSINESS**

1. None scheduled.

### **IX. MEETING ADJOURNMENT**