

NOTICE OF MEETING AND AGENDA

February 15, 2006, 1:30 P.M.

Indiana Commission on Public Records

Room E418, Indiana Government Center South

MEETING OF THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS

- I. CALL TO ORDER
- II. DATE OF NEXT MEETING (March 15, 2006)
- III. APPROVAL OF MINUTES (December 21, 2005)
- IV. OLD BUSINESS
 - 1. PUBLICATION OF NONRULE POLICY DOCUMENTS
 - 2. LEGISLATIVE UPDATES
 - 3. EMAIL RETENTION POLICY IMPLEMENTATION REVIEW
 - 4. RECORD CENTER FEE STRUCTURE PROPOSAL
- V. DIRECTOR'S REPORT
- VI. PUBLIC RECORDS REQUEST AND RECORDS RETENTION AND DISPOSITION (Action Needed)
 - 1. DEPARTMENT OF PUBLIC UTILITIES OF THE CITY OF INDIANAPOLIS D/B/A
CITIZENS GAS & COKE UTILITY.....01/04/06
All Divisions
 - 2. INDIANA DEPARTMENT OF REVENUE.....01/20/06
Motor Carrier Services Division
 - 3. FAMILY AND SOCIAL SERVICES ADMINISTRATION.....01/23/06
Office of Medicaid Policy and Planning
 - 4. OFFICE OF UTILITY CONSUMER COUNSELOR.....01/26/06
 - 5. INDIANA STATE POLICE.....02/01/06
Fiscal Division
- VII. NEW BUSINESS
 - 1. ELECTION OF OFFICERS
 - 2. SCANNING STANDARDS FOR CREATING ELECTRONIC RECORDS
- VIII. MEETING ADJOURNMENT