

NOTICE OF MEETING AND AGENDA

July 11, 2012, 1:30 P.M.
Indiana Commission on Public Records
Room 401, Indiana State Library

MEETING OF THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS

- I. CALL TO ORDER
- II. DATE OF NEXT MEETING (August 15, 2012)
- III. APPROVAL OF MINUTES (June 27, 2012)
- IV. OLD BUSINESS
 1. Electronic Records Policy #12-01
 2. E-Mail Retention Policy #05-01
- V. DIRECTOR'S REPORT
- VI. RECORDS RETENTION AND DISPOSITION SCHEDULE(S) (Action Needed)
 1. County/Local General Retention Schedule (GEN)
 2. [County Auditor \(AU\)](#)
 3. [Non-Judicial County Clerk \(CL\)](#)
 4. [County Recorder \(RE\)](#)
 5. [County Treasurer \(TR\)](#)
 6. [County Coroner \(CO\)](#)
 7. [County Prosecutor \(PR\)](#)
 8. [Cities and Towns \(CT\)](#)
 9. [Special Districts \(SD\)](#)
 10. [Township Trustee \(TT\)](#)
 11. [Public Libraries \(LIB\)](#)
 12. [Care Of Indiana Public School Records: A Record Creator's Guide](#)
- VII. NEW BUSINESS
- VIII. MEETING ADJOURNMENT