

OVERSIGHT COMMITTEE ON PUBLIC RECORDS
Regular Meeting April 18, 2007

07-04-18-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, April 18, 2007. The meeting was called to order by Chairperson Liz Keele, Designee for Todd Rokita, Secretary of State, at 1:30 p.m. in E418, Indiana Government Center South. Members present constituting a quorum: Pam Bennett, Director, Indiana Historical Bureau; Roberta Brooker, Interim Director, Indiana State Library; Jim Corridan, Director & State Archivist, Indiana Commission on Public Records; Karen Davis, Public Access Counselor; John Jacob, Designee for Bruce Hartman, State Examiner, State Board of Accounts; Anita Samuel, Governor's Office; Nancy Turner, lay member. Members absent: Elizabeth Barrett, Designee for Carrie Henderson, Commissioner, Department of Administration; Chris Cotterill, Designee for Gerry Weaver, Director, Indiana Office of Technology. Commission staff in attendance: Jeff Roeder, Deputy Director, Commission on Public Records; Larry Hummel and Amy Robinson, Records Management. Guests in attendance: Rudy Cansino, Indiana State Department of Health.

07-04-18-02

NEXT MEETING

Liz Keele announced the next meeting would be held May 16, 2007 at 1:30 p.m. in E418, Indiana Government Center South.

07-04-18-03

PREVIOUS MEETING

Pam Bennett moved approval of the minutes of the March 21, 2007 meeting as presented. Nancy Turner seconded. Motion carried.

07-04-18-04

OLD BUSINESS

None

07-04-18-05

DIRECTOR'S REPORT

Jim Corridan stated in addition to the written reports included in the packets, the Northern Indiana office continues to assist the State Archives in processing tremendous volumes of records. Mr. Corridan stated he believes they are processing about 300 cubic feet between the two (2) locations. This is up from the 20 cubic feet per week done in Indianapolis. Mr. Corridan stated they are looking at bringing in employees who are currently on partial disability, so that they can then increase their payments they are currently receiving and raise their salary from 60% to 80%, and do some additional work for the State while they are on disability, assuming they can meet the requirements. Mr. Corridan stated that may jump those numbers from 20 employees to 30 or 40, which will increase our productivity as well. Mr. Corridan stated they are also looking at utilizing those satellite offices to do some regular work outside of the Archives, so occasionally if there is something to be prepared for microfilming, they may start sending some of that there, so things are ready when it goes to the microfilmer, which will take some burden off of other staff in Indianapolis. Mr. Corridan stated this is not planned to be a long-term project, maybe two (2) years.

Mr. Corridan stated the Commission on Public Records is continuing to revise the retention schedules and put as much back to the General Retention Schedule as possible.

Mr. Corridan stated he did go to the Toll Road this week, where they are still working through records there that have yet to be transferred to Indianapolis and a much bigger issue is electronic records and figuring out how to deal with that. Mr. Corridan stated for the most part everything is going pretty smoothly there as well.

Mr. Corridan stated the last thing he wanted to report is they are looking at having a meeting of all the Records Coordinators in State Government sometime within the next month or two (2) and want to explain to them what the Commission is trying to do with the retention schedules, so they will all start thinking about putting together revised retention schedules and moving items to the General Retention Schedule, so that simplifies the process. Mr. Corridan stated that may be some changes in Forms Management also. Mr. Corridan stated as the State moves to a centralized print mail management, there is interaction with the new vendor as far as how that is going to affect Forms Management. Mr. Corridan stated some of things the Commission has traditionally done they will take over a few pieces, so the staff structure may be realigned after that.

Liz Keele asked what building the South Bend office is located in and Mr. Corridan stated it is the Commerce Center which is where the Chamber of Commerce is located on Colfax. Mr. Corridan stated in the middle of South Bend there is a park with water all around it with an Indian sculpture and the office is right across from that. Liz Keele also asked when the Records Coordinators meeting is held, she might like to attend. Mr. Corridan stated they would notify the Oversight Committee about the date for this meeting. Mr. Corridan stated there are other things that have happened they are not aware of, such as records that are less than 10 years can be scanned and kept electronically as long as it meets the requirements, so they should probably cover a lot of different issues with them when the Commission made some changes last year. Karen Davis stated she wanted to caution about the majority of the Oversight Committee showing up at that meeting, and if they could coordinate, people could let her know in advance who will be there.

Jim Corridan then introduced Jeff Roeder, the new Deputy Director for the Commission on Public Records, who has been with the Agency for six (6) weeks or so.

07-04-18-06

AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULES(S)

The Oversight Committee on Public Records took the following action regarding retention and disposition schedules.

1. INDIANA SUPREME COURT.....03-13-07
State Board of Law Examiners
2. STATE DEPARTMENT OF HEALTH.....03-26-07
Public Health and Medicine Partnerships
3. INDIANA DEPARTMENT OF LABOR04-02-07
INSafe (Formerly "BUSET")
4. OFFICE OF LIEUTENANT GOVERNOR.....04-10-07
5. INDIANA DEPARTMENT OF LABOR.....02-05-07
Quality Metrics and Statistics
6. STATE DEPARTMENT OF HEALTH.....03-26-07
Office of Legal Affairs (Fast Track)

In regard to Schedule No. 1, Indiana Supreme Court, State Board of Law Examiners, Jim Corridan stated the only issue here is Chief Justice Shepard from Supreme Court wrote that these records were to be microfilmed regularly and so there is a judicial order requiring this, but we never had a record series number assigned to that, so it is being cleaned up. There being no further questions or comments, a motion was made by Jim Corridan and seconded by Pam Bennett to approve Schedule No. 1 as submitted. Motion carried.

In regard to Schedule No. 2, State Department of Health, Public Health and Medicine Partnerships, Larry Hummel introduced Rudy Cansino, Records Coordinator for this Agency. There being no questions or comments, a motion was made by Pam Bennett and seconded by Karen Davis to approve Schedule No. 2 as submitted. Motion carried.

In regard to Schedule No. 3, Indiana Department of Labor, INSafe (Formerly "BUSET"), Jim Corridan stated this is also a change in programs. Larry Hummel stated quite a few of the changes made reflect their sharing information with the Federal Government. There being no further questions or comments, a motion was made by Karen Davis and seconded by Pam Bennett to approve Schedule No. 3 as submitted. Motion carried.

In regard to Schedule No. 4, Office of Lieutenant Governor, Jim Corridan stated this is an issue again of moving items to the General Retention Schedule, and it turned out that the entire schedule has been moved to the General Retention Schedule. Mr. Corridan stated almost all of the items area GRADDM 3 which makes them archival records. Anita Samuel asked about 79-3034 Governor's Office, and was told this was correspondence between the two (2) offices. There being no further questions or comments, a motion was made by Pam Bennett and seconded by Nancy Turner to approve Schedule No. 4 as submitted. Motion carried.

In regard to Schedule No. 5, Indiana Department of Labor, Quality Metrics and Statistics, Larry Hummel stated they wanted to clarify the retention so they would have a better idea of when to retain records within the department or transfer them to the Records Center. There being no questions or comments, a motion was made by Nancy Turner and seconded by Anita Samuel to approve Schedule No. 5 as submitted. Motion carried.

In regard to Schedule No. 6, State Department of Health, Office of Legal Affairs, Larry Hummel stated this is a Fast Track, and based on Oversight Committee policy, if the records are not archival and do not demand an audit and in this case transferring as is from the Office of Legal Affairs to the new section, a Fast Track can be done. The appointing authority has approved this schedule and it then went to the Director of the Commission on Public Records. Amy Robinson asked if she could make a suggestion on this, Item No. 1, is that an exception for GRLEG-1? Mr. Hummel stated it is not affected by this action at this time. Ms. Robinson stated she gets that, but we are attempting not to have the duplicate record series or the name, so if this is an exception it should probably have a new record series number assigned and not be called GRLEG-1 and have a note added to it that states that it is an exception to GRLEG-1. Mr. Hummel stated if the Office of Legal Affairs and the State Department of Health accept that recommendation, it could be brought back next month and submit that. Mr. Cansino would have to go back and check on this. Jim Corridan made a motion to approve Schedule No. 6, seconded by Pam Bennett with the idea in the future if they want to make that little change we can do that. Mr. Corridan stated we probably will. Mr. Hummel stated he was told the staff did go out to the Records Center anyway and looked at the records before they approved this. Liz Keele asked if they were talking about the legal files and Mr. Corridan said no, they were talking about 99-11 being deleted from one schedule and transferred to another division within the Agency. Motion carried.

07-04-18-07

NEW BUSINESS

Jim Corridan reported that the State Senate adopted a Resolution honoring, congratulating and thanking the State Archives volunteers and Friends of the Archives organization for their help and assistance to the State.

07-04-1821-08

ADJOURNMENT

There being no further business, Pam Bennett moved that the meeting be adjourned. Karen Davis seconded. Motion carried. Meeting adjourned at 1:57 p.m.