

OVERSIGHT COMMITTEE ON PUBLIC RECORDS  
Regular Meeting May 16, 2007

07-05-16-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, May 16, 2007. The meeting was called to order by Vice Chairperson Karen Davis, Public Access Counselor, in the absence of Chairperson Liz Keele, at 1:30 p.m. in E418, Indiana Government Center South. Members present constituting a quorum: Pam Bennett, Director, Indiana Historical Bureau; Caroline Bradley for Chris Cotterill, Designee for Gerry Weaver, Director, Indiana Office of Technology; Roberta Brooker, Interim Director, Indiana State Library; Jim Corridan, Director & State Archivist, Indiana Commission on Public Records; Michael Huber for Elizabeth Barrett, Designee for Carrie Henderson, Commissioner, Department of Administration; John Jacob, Designee for Bruce Hartman, State Examiner, State Board of Accounts; Anita Samuel, Governor's Office; Nancy Turner, lay member. Members absent: Liz Keele, Designee for Todd Rokita, Secretary of State. Commission staff in attendance: Jeff Roeder, Deputy Director, Commission on Public Records; Larry Hummel and Amy Robinson, Records Management; Beverly Stiers, County and Local Records Management. Guests in attendance: Rudy Cansino, Kelly MacKinnon and Beverly Flanagan, Indiana State Department of Health; Scott Huffman, Family and Social Services Administration.

07-05-16-02

NEXT MEETING

Karen Davis announced the next meeting would be held June 20, 2007 at 1:30 p.m. in E418, Indiana Government Center South.

07-05-16-03

PREVIOUS MEETING

Caroline Bradley reported in the first paragraph of last month's minutes it states that Chris Cotterill is the designee for Karl Browning, Director of the Indiana Office of Technology and Karl Browning is now the Commissioner of INDOT. This should read designee for Gerry Weaver. Pam Bennett made a motion to amend last month's minutes and seconded by Nancy Turner. Motion carried. Pam Bennett moved approval of the minutes of the May 16, 2007 meeting as amended. Nancy Turner seconded. Motion carried.

07-05-16-04

OLD BUSINESS

None

07-05-16-05

DIRECTOR'S REPORT

Jim Corridan reported the Commission on Public Records continues to work toward the consolidation of record series into the General Retention Schedule. Mr. Corridan stated from what has been done thus far there is about a 3% decrease in the number of record series that exist in State Government and this was started three (3) or four (4) month ago. Mr. Corridan stated in addition there are some things being done on the County Records side. The Commission has spoken to the County Clerks at three (3) different meetings, half of them at a time, and is now in the process of collecting a lot more naturalization records, which have been sitting out in the counties. Mr. Corridan stated according to the Supreme Court's administrative rules, these are to be turned over to the State Archives and there are still counties holding some of those records. Mr. Corridan stated they will now be in the permanent collection of the Archives, be microfilmed and indexed, and be available for the public. Mr. Corridan stated this is a good story, because they are one-of-a-kind records.

Mr. Corridan stated the Records Center is almost at full staffing; also, the Records Center is close to getting full, which is a problem. Mr. Corridan stated they are looking at doing an inventory project at the Records Center, pulling over ICPR staff, so they can identify what is sitting out there that should not be and that could be destroyed. Mr. Corridan stated they are getting some pressure from Agencies that are localizing and privatizing and closing, and there will be a problem trying to figure out where to store everything. Mr. Corridan stated the Records Center is under a storage space squeeze, and are working with the Department of Administration to work this out. Michael Huber reported that there will be more space opening up soon as a result of some warehouse consolidations and the actions other Agencies are taking. Karen Davis stated when she first started on the Oversight Committee, they were working on a project to make sure that records that were due to be destroyed were getting signed off for destruction by the Agency to whom the record belonged. Ms. Davis asked if that was still an on-going issue and will that resolve the space problem. Mr. Corridan stated the biggest current space problem is the lack of a physical inventory to see what records are on the shelves and reconcile that against what the database says is on the shelves; sometimes boxes that were supposed to have been destroyed and signed off to be destroyed actually are still sitting there. Mr. Corridan stated that is part of what they want to do, identify where there are actually vacant spots, because they do not realize they are vacant. Mr. Corridan stated the inverse is also true, items are there, but the database reflects they are destroyed or archived. Mr. Corridan stated what Ms. Davis is asking is an issue generally only when an Agency has not signed off because there is pending litigation, or there is some public records issue that is keeping them from signing off.

07-05-16-06

AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULES(S)

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

1. DEPARTMENT OF TRANSPORTATION.....04-17-07  
Accounting and Control Division
2. DEPARTMENT OF TRANSPORTATION.....04-17-07  
Contracts and Construction Division
3. STATE DEPARTMENT OF HEALTH... ..04-13-07  
Division of Finance
4. STATE DEPARTMENT OF HEALTH.....04-26-07  
Office of Legal Affairs

In regard to Schedule No. 1, Department of Transportation, Accounting and Control Division, Jim Corridan stated this is another example of making a concerted effort to consolidate these record series into the General Retention Schedule. There being no further questions or comments, a motion was made by Pam Bennett and seconded by Jim Corridan to approve Schedule No. 1 as submitted. Motion carried.

In regard to Schedule No. 2, Department of Transportation, Contracts and Construction Division, there were no questions or comments. A motion was made by Jim Corridan and seconded by Pam Bennett to approve Schedule No. 2 as submitted. Motion carried.

In regard to Schedule No. 3, State Department of Health, Division of Finance, Larry Hummel introduced Rudy Cansino, Records Coordinator for this Agency. There being no questions or comments, a motion was made by Nancy Turner and seconded by John Jacob to approve Schedule No. 3 as submitted. Motion carried.

In regard to Schedule No. 4, State Department of Health, Office of Legal Affairs, there were no questions or comments. A motion was made by Nancy Turner and seconded by Anita Samuel to approve Schedule No. 4 as submitted. Motion carried.

07-05-16-07

NEW BUSINESS

None

07-05-16-08

ADJOURNMENT

There being no further business, Nancy Turner moved that the meeting be adjourned. John Jacob seconded. Motion carried. Meeting adjourned at 1:41 p.m.