

OVERSIGHT COMMITTEE ON PUBLIC RECORDS
Regular Meeting August 19, 2009

09-8-19-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, August 19, 2009. Heather Neal stated that notice of the meeting was provided more than 48 hours in advance of this meeting excluding Saturdays, Sundays and holidays pursuant to the Open Door Law. The meeting was called to order by Chairperson Heather Neal, Public Access Counselor, at 1:38 p.m. in Room 401, Indiana State Library. Members present constituting a quorum: Pam Bennett, Director, Indiana Historical Bureau; Caroline Bradley, Designee for Gerry Weaver, Director, Indiana Office of Technology; Jim Corridan, Director & State Archivist, Indiana Commission on Public Records; Liz Keele, Designee for Todd Rokita, Secretary of State; Elizabeth Lerch, Designee for Mark W. Everson, Commissioner, Department of Administration; Nancy Turner, lay member. Members absent: Roberta Brooker, Director, Indiana State Library; John Jacob, Designee for Bruce Hartman, State Examiner, State Board of Accounts; Anita Samuel, Governor's Office. Commission staff in attendance: Chuck McLean, Deputy Director; Larry Hummel and Amy Robinson, Records Management; Beverly Stiers, County and Local Government Records Management. Guests in attendance: Engra Castiglione, Indiana State Department of Health Labs; Amy Miller, Office of the Public Access Counselor.

09-08-19-02

NEXT MEETING

Heather Neal announced the next meeting would be held September 16, 2009 at 1:30 p.m. in E418, Indiana Government Center South.

09-08-19-03

PREVIOUS MEETING

Liz Keele made a motion to approve the minutes of the July 28, 2009 meeting as submitted, seconded by Pam Bennett. Caroline Bradley stated on Page 4, Schedule No. 11, Scott Huffman was listed as being from the Department of Child Services, Child Welfare Division, when in fact he is with Family and Social Services Administration. Pam Bennett stated she had a question in regard to format. Ms. Bennett asked if there was a reason why the whole list of Retention Schedules is put in the minutes and then go down with comments, etc. and motions and list them all again. Ms. Bennett stated she would find it a little easier if the description would be put right under the number, instead of repeating them. Heather Neal then asked for approval of the minutes of the July 28, 2009 meeting as amended. Motion carried.

09-08-19-04

OLD BUSINESS

1. FSSA Request for Waiver from OCPR Policy No. 06-01

Jim Corridan stated there was nothing to report.

2. County/Local General Retention Schedule

Jim Corridan stated there was nothing to report.

Caroline Bradley asked if we had any updates on the item that was tabled in July concerning the Retention Schedule for Department of Child Services, Child Welfare Division on Foster Care and Adoption Reimbursement electronic records. Jim Corridan stated he had a brief conversation with Mike Sturm about that, Larry Hummel met with him for about one-half hour, but he did not think we have anything ready for the OCPR Committee. Mr. Corridan stated he is not ready for that today and this will be under Old Business on the Agenda for the September meeting.

09-08-19-05

DIRECTOR'S REPORT

Jim Corridan stated at the last meeting he mentioned to the OCPR Committee that we had met with the County Clerks about OCPR Policy No. 2009-01 and they were all fine with that. Mr. Corridan stated we had sent a letter notifying County Clerks and County Recorders about this Policy. Mr. Corridan stated the County Recorders, however, having not had a personal contact with us have raised concerns. Mr. Corridan stated we will work through these issues with them.

Jim Corridan reported the Micrographics Division and everything else is doing pretty well and within probably 30 days we will have rolled out the new Forms.IN.gov website. Mr. Corridan stated ICPR is working with the Governor's office to require all Agencies to use the forms catalog as the only forms site for administrative Agencies. Mr. Corridan stated it will take time for ICPR to go to every Agency and clean up their websites but that is the objective at this point. Mr. Corridan stated they also expect that every Agency website will have on its home page, a Forms.IN.gov link that will bring them directly to that Agency's catalog.

Jim Corridan stated he was in Austin, Texas last week at the Council of State Archivists and was honored to be elected to their National Board (nine (9) State Archivists on this Board). Congratulations were extended to Mr. Corridan.

Jim Corridan stated the Commission is at 6,900 record series. Mr. Corridan stated you might recall we started at 10,600 a number of years ago and we are significantly down, 40% reduction from where we were and he thanked Larry Hummel and Amy Robinson again for that effort.

09-08-19-06

AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULES(S)

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

1. PROTECTION AND ADVOCACY SERVICES COMMISSION..... 07-10-09

In regard to this schedule, there were no questions or comments. A motion was made by Jim Corridan and seconded by Elizabeth Lerch to approve Schedule No. 1 as submitted. Motion carried.

2. STATE DEPARTMENT OF HEALTH.....07-14-09
Indiana Lead and Healthy Homes Program

In regard to this schedule, there were no questions or comments. A motion was made by Nancy Turner and seconded by Elizabeth Lerch to approve Schedule No. 2 as submitted. Motion carried.

3. INDIANA DEPARTMENT OF LABOR.....07-16-09
Bureau of Mines and Mine Safety

In regard to this schedule, there were no questions or comments. A motion was made by Pam Bennett and seconded by Liz Keele to approve Schedule No. 3 as submitted. Motion carried.

4. STATE DEPARTMENT OF HEALTH.....07-21-09
Laboratory Support Division

In regard to this schedule, there were no questions or comments. Larry Hummel introduced Engra Castiglione from this Agency. A motion was made by Caroline Bradley and seconded by Nancy Turner to approve Schedule No. 4 as submitted. Motion carried.

5. DEPARTMENT OF EDUCATION.....07-22-09
Finance Division

In regard to this schedule, there were no questions or comments. A motion was made by Elizabeth Lerch and seconded by Pam Bennett to approve Schedule No. 5 as submitted. Motion carried.

6. INDIANA DEPARTMENT OF REVENUE.....07-27-09
Returns Processing Center

In regard to this schedule, a motion was made by Caroline Bradley and seconded by Nancy Turner to approve Schedule No. 6 as submitted. Caroline Bradley had a question concerning one of the changes on Item No. 13, Recap Sheets, she was questioning why it was not a GRACC 2 record and she looked at the Indiana Code to which it referred retention based, IC 34-13-1-1, which indicates that anyone has a 10 year statute of limitations in regard to State contract, so she wondered if the GRACC 2 actually needed to be amended because it was not anything specific. Ms. Bradley stated this is something we might want to look into. Ms. Bradley stated we are not keeping these receipts for 10 years yet there is an individual who needs to appeal something for 10 years. Jim Corridan stated the GRACC 1 is 10 years based on invoices, GRACC 2 is five (5) years and that is receipts. Ms. Bradley stated GRACC 2 is revenue coming into the State and the 10 years is expenditures going out. Mr. Corridan stated it would actually be easier if we made them both the same. Ms. Bradley stated she would get in touch with Amy Robinson on this. Amy Robinson stated IC 34-13-1-1 is the citation for GRACC 1 but the citation for GRACC 2 is IC 34-11-2-6. Ms. Bradley stated they are saying they are keeping their receipts which would be a GRACC 2 retention based on IC 31-13-1-1. Mr. Corridan stated we might have said the wrong thing and we will look into it and clean it up. Mr. Corridan suggested an amendment to the motion be made that the correct citation be listed in Item No. 13, Recap Sheets, if it is not correctly done now and we will report back on this. Caroline Bradley seconded the amendment. Motion carried. The original motion for approval of Retention Schedule No. 6, Indiana Department of Revenue, Returns Processing Center, with the amendment, carried.

7. DEPARTMENT OF TRANSPORTATION.....07-30-09
Operations Support Division

In regard to this schedule, a motion was made by Pam Bennett and seconded by Liz Keele to approve Schedule No. 7 as submitted. Motion carried.

8. DEPARTMENT OF TRANSPORTATION.....07-30-09
Materials Management Division

In regard to this schedule, a motion was made by Nancy Turner and seconded by Pam Bennett to approve Schedule No. 8 as submitted. Caroline Bradley had a question concerning Item No. 10, Geotechnical Projects, they talk about backing up to Computer Output Microfilm, but then say to delete electronic records 15 years after the road has been removed from the roadway system, she is assuming because they are microfilming that the 15 year retention on the electronic records is not an issue. Jim Corridan stated that is correct, and Amy Robinson stated this is just for them to know when they can get rid of the electronic records. Motion carried.

9. DEPARTMENT OF TRANSPORTATION.....07-30-09
Maintenance Division

In regard to this schedule, a motion was made by Caroline Bradley and seconded by Elizabeth Lerch to approve Schedule No. 9 as submitted. Motion carried.

-009-08-19-07

NEW BUSINESS

Heather Neal announced that this was her last meeting as Chairman of the Oversight Committee on Public Records. Ms. Neal will be working at the Indiana Department of Education. Ms. Neal stated this creates a vacancy in the Chairman's position and according to our election procedures, we elect a new chair at some point after the vacancy. Jim Corridan and Ms. Neal talked about this and decided this would be an action item for the next meeting. Ms. Neal stated at the next meeting the election procedure could be put up front which means the Vice Chair would start the meeting and after the election turn the meeting over to the newly elected Chairman. When asked, Ms. Neal stated she will be Deputy Chief of Staff and everyone extended their congratulations to her.

09-08-19-08

ADJOURNMENT

There being no further business, Elizabeth Lerch moved that the meeting be adjourned. Caroline Bradley seconded. Motion carried. Meeting adjourned at 2:00 p.m.