

OVERSIGHT COMMITTEE ON PUBLIC RECORDS
Regular Meeting December 15, 2010

10-12-15-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, December 15, 2010. The meeting was called to order by Chairperson Liz Keele, Designee for Todd Rokita, Secretary of State at 1:00 p.m. in Room 401, Indiana State Library. Members present constituting a quorum: Pam Bennett, Director, Indiana Historical Bureau; Caroline Bradley, Designee for Brian Arrowood, Chief Information Officer, Office of Technology; Roberta Brooker, Director, Indiana State Library; Jim Corridan, Director & State Archivist, Indiana Commission on Public Records; John Jacob, Designee for Bruce Hartman, State Examiner, State Board of Accounts; Andrew Kossack, Public Access Counselor; Anita Samuel, Governor's Office; Connie Smith, Designee for Robert D. Wynkoop, Commissioner, Department of Administration. Members absent: None. Commission staff in attendance: Ted Cotterill, Deputy Director; Wes Carmony and Amy Robinson, Records Management; Beverly Stiers, County and Local Government Records Management. Guests in attendance: Jeffrey Bush, Indiana Secretary of State's Office, Securities Division and Rudy Cansino, State Department of Health.

10-12-15-02

NEXT MEETING

Liz Keele announced the next meeting would be held January 19, 2011 at 1:30 p.m. in Room 401, Indiana State Library.

10-12-15-03

PREVIOUS MEETING

Jim Corridan moved approval of the November 17, 2010 minutes as presented, seconded by Andrew Kossack. Motion carried.

10-12-15-04

OLD BUSINESS

1. State Department of Health, Medical Radiological Services Division Retention Schedule – Record Series 79-3660

Jim Corridan stated the retention on this record series has been set for 65 years after the approval of the application which was the issue. Jim Corridan made a motion to approve this retention schedule as presented today, seconded by Caroline Bradley. Motion carried.

2. Secretary of State, All Divisions – Securities Division

Jim Corridan stated most of this is unchanged, but there are some changes in the Securities Division and the other components are grammatical. Liz Keele recognized Jeff Bush from the Securities Division. Mr. Corridan stated there is a modification to Item No. 14 and Item No. 15. Wes Carmony explained that Item No. 14 went from having two (2) separate series for active and inactive packets into a single item. Item No. 15 is being amended. Mr. Corridan stated in Record Series No 90-133, this is being deleted and will remain under Record Series 89-576. Item No. 16 is amended, and Wes Carmony explained that there was some confusion about destroying after four (4) months and it should read destroy four (4) months after the application expires, as well as Item No. 17 being amended to destroy one (1) year after the application expires. Mr. Corridan stated that a problem is that the Secretary of State switches in January and they need to be operating off of a schedule. Mr. Corridan asked Wes Carmony to summarize any of the issues that need to be approved today. Mr. Carmony

stated that there used to be a number of different file cards kept in the Agency and are now kept on a database, so those record series are deleted and combined into one which is shown as the new Item No. 25 and there are several record series that follow that which Jeff Bush believes are all stored in the same database now. Mr. Carmony proposes to delete them and move them into one which is almost all of pages 8 and 9. Mr. Carmony stated there is a deletion on page 9 of Record Series 78-610, 78-628 and 88-81 to be included in Record Series 2010-03. Mr. Carmony stated he also amended Record Series 2010-03 with a line dealing with the paper copies that are left over and are now digitized. Mr. Carmony then stated Record Series 78-634 is being deleted and is now contained in Record Series 78-635. Mr. Carmony stated in regard to Record Series 83-938, it is being amended and a line added dealing with the paper copies. In regard to Record Series 88-84, this is being deleted because this information is now contained in Record Series 88-85. Item No. 88-89 has been amended and a line added dealing with the paper copies. Record Series 88-91 has been amended and a line added dealing with the paper copies. In regard to Record Series 88-93 that has been deleted because these records are no longer maintained by the Secretary of State and no records remain. Record Series No. 88-94 is being deleted because this information is now contained in Record Series No. 88-95. Record Series No. 88-96 was amended because of a grammatical problem, changing "were created" to "are created." Record Series 88-100 was amended, it used to say remain in Agency indefinitely, and that is an issue for a permanent record so the retention now stated to microfilm which is standard language for permanent records. Record Series 2010-02 is being deleted because this information is covered in Record Series 88-95. Mr. Carmony stated that those files are kept in a National database and are not maintained solely by the Secretary of State's office and the information they are inputting into that database comes from Record Series 88-95. Jeff Bush affirmed that this is a National database where all information is maintained, and any change to that database will be reflected in Record Series 88-95. Mr. Corridan asked if the Commission on Public Records and the Secretary of State's office are all comfortable with what is in the retention schedule now and the reply from Mr. Bush was yes.

A motion was made by Pam Bennett and seconded by Jim Corridan to approve this retention schedule as presented. Caroline Bradley had a question in regard to Record Series 99-05 tabled last month and she did not see where anything was changed or updated and she believes the question was what was actually retained at the Secretary of State's office. Wes Carmony stated according to the minutes last time the issue was whether they actually needed to keep it and Liz Keele said they do maintain something. Mr. Carmony stated he did not change the retention because according to them it was okay the way it was. Ms. Bradley stated the record description does not clearly reflect what is retained. Mr. Corridan asked if they could amend the motion, so they can have a clear description of what the Secretary of State's office retains and not delay the entire retention schedule. Mr. Carmony stated he interpreted the question last month and it was his fault. Ms. Keele stated they can work on the description.

An amended motion was made by Pam Bennett and seconded by Jim Corridan to approve the retention schedule as presented today with the exception of Record Series 99-05, and ICPR will come back with a clearer description of the records maintained under Record Series 99-05 for approval next month. Motion carried.

3. Alcohol and Tobacco Commission, All Divisions - Record Series 83-888, 83-889, 83-893

A motion was made by Caroline Bradley and seconded by Connie Smith to approve this retention schedule as submitted with updated Record Series 83-888, 83-889 and 83-893. Motion carried.

10-12-15-05

DIRECTOR'S REPORT

Jim Corridan stated ICPR today notified State Agencies that the boxes being used for the Records Center are not meeting the specifications required and so we are not able to accept them right now.

Mr. Corridan stated ICPR is working with the Department of Administration to rectify this issue to make sure that the boxes meet the specifications that are needed in order for them to not collapse. Mr. Corridan stated he is sure they are working to get this resolved as quickly as possible. Mr. Corridan stated they have been contacted by agencies about the problem and they are trying to work through the issues. Connie Smith asked how far back does this go and if these were the newer purchased ones and Mr. Corridan stated they are the newly purchased boxes and believes this started around September. Mr. Corridan stated ICPR would get a single box or a couple of boxes, but the Records Center recently received an entire skid of boxes from the Attorney General's office and it could not support the weight and folded within 30 days. Liz Keele asked if this has been conveyed to the Agency purchasers and Mr. Corridan stated when they first notified IDOA last week, IDOA notified the company not to sell any more boxes. Mr. Corridan stated this morning IDOA sent out a notice to procurement officers stating it is on hold and ICPR sent something to the Records Coordinators telling them, so the word is out.

10-12-15-06

AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULES(S)

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

1. COUNTY/LOCAL GENERAL RETENTION SCHEDULE

A motion was made by Caroline Bradley and seconded by Andrew Kossack to approve Schedule No. 1 as submitted. Motion carried.

2. DEPARTMENT OF CORRECTION

All Facilities

A motion was made by Jim Corridan to approve Schedule 2 as submitted which basically takes two (2) items from the facilities' schedules and moves them to this one, so they already exist, they are just getting transferred. The motion was seconded by Pam Bennett. Motion carried.

3. DEPARTMENT OF CORRECTION

Plainfield

A motion was made by Pam Bennett and seconded by Connie Smith to approve Schedule 3 as submitted. Motion carried.

4. DEPARTMENT OF CORRECTION

Indiana State Prison

A motion was made by Caroline Bradley and seconded by Pam Bennett to approve Schedule 4 as submitted. Motion carried.

5. DEPARTMENT OF CORRECTION

Indiana Women's Prison

A motion was made by Connie Smith and seconded by John Jacob to approve Schedule 5 as submitted. Motion carried.

6. INDIANA COMMISSION ON PUBLIC RECORDS

Records Management Division

A motion was made by Caroline Bradley and seconded by John Jacob to approve Schedule 6 as submitted. Motion carried.

7. INDIANA COMMISSION ON PUBLIC RECORDS

Indiana State Archives

A motion was made by Anita Samuel and seconded by Andrew Kossack to approve Schedule 7 as submitted. Motion carried.

8. FAMILY AND SOCIAL SERVICES ADMINISTRATION

DMHA/Evansville State Hospital

A motion was made by Jim Corridan and seconded by Caroline Bradley to approve Schedule 8 as submitted. Motion carried.

9. STATE STUDENT ASSISTANCE COMMISSION

Guaranteed Student Loan Division

A motion was made by John Jacob and seconded by Jim Corridan to approve Schedule 9 as submitted. Motion carried.

10. STATE DEPARTMENT OF HEALTH

Vital Records

Jim Corridan stated that there is a minor change which he is not sure if it is a technical correction or if they really want to vote on it. Mr. Corridan stated the issue is they are now electronic records and Wes Carmony stated there was a line left out on previous schedule dealing with the destruction and verification of microfilm and it was in one version. Mr. Carmony stated essentially it is a one paragraph change to Item No. 2, Record Series 81-238, on the retention schedule. There is a sentence missing from the retention requirement. Mr. Carmony stated the retention reads exactly the same, the only difference is one had a line that said destroy after verification of microfilm.

Jim Corridan made a motion to reinsert that statement into this retention schedule for the Vital Records Division of the State Department of Health, seconded by Connie Smith. Motion carried.

10-12-15-07

NEW BUSINESS

1. Election of Officers

Liz Keele asked for nominations from the floor. Caroline Bradley volunteered to once again be the Vice Chairman. Pam Bennett nominated Andrew Kossack, seconded by Caroline Bradley for Chairman. Mr. Kossack agreed to this. Hearing no further nominations, Pam Bennett moved that nominations be closed. Jim Corridan seconded, motion carried. Jim Corridan, on behalf of the Committee members, thanked Liz Keele for her years of service given to the Oversight Committee on Public Records. Liz Keele thanked the OCPR Committee for the opportunity of being Chairman.

10-12-15-08

ADJOURNMENT

There being no further business, Connie Smith moved that the meeting be adjourned. Pam Bennett seconded. Motion carried. Meeting adjourned at 1:23 p.m.