

OVERSIGHT COMMITTEE ON PUBLIC RECORDS
Regular Meeting January 19, 2011

11-01-19-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, January 19, 2011. The meeting was called to order by Chairperson Andrew Kossack, Public Access Counselor, at 1:31 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; Liz Keele, Designee for Charles P. White, Secretary of State; Anita Samuel, Governor's Office. Members absent: Connie Smith, Designee for Robert D. Wynkoop, Commissioner, Department of Administration. Commission staff in attendance: Wes Carmony and Amy Robinson, Records Management; Beverly Stiers, County and Local Government Records Management. Guests in attendance: None.

11-01-19-02

NEXT MEETING

Andrew Kossack announced the next meeting would be held February 16, 2011 at 1:30 p.m. in Room 401, Indiana State Library.

11-01-19-03

PREVIOUS MEETING

Caroline Bradley moved approval of the December 15, 2010 minutes as presented, seconded by Liz Keele. Pam Bennett stated on page 2, just above No. 3, the "motion made by Pam Bennett" sentence does not read correctly. Ms. Bennett stated the minutes should be amended as they are incorrect. It should read "the amended motion was made by Pam Bennett and seconded by Jim Corridan to approve the Retention Schedule presented with the exception of Record Series 99-05. ICPR will come back with a clear description of records maintained under this Record Series 99-05 for approval next month." Mr. Corridan stated he believed the intent was they approve the entire Retention Schedule and 99-05 was going to come back this month. The motion was changed to approve the minutes as amended, motion carried.

11-01-19-04

OLD BUSINESS

1. Secretary of State, All Divisions – Business Securities Division – Record Series 99-05
Wes Carmony stated it was decided Record Series No. 99-05 and 99-06 are going to be deleted because the actual records are maintained all under Record Series No. 99-07. Pam Bennett stated the motion would then be to approve the deletion of Record Series No. 99-05 and 99-06, seconded by Caroline Bradley. Motion carried.

11-01-19-05

DIRECTOR'S REPORT

Jim Corridan stated in March, Indiana will be hosting between six (6) and 10 State Librarians and State Archivists here as part of the Digital Archives Project. Mr. Corridan stated it will be neighboring States. Mr. Corridan stated this is a nice honor and the Library of Congress is paying for everyone's travel here. Mr. Corridan stated the other issue is they are working with the governing efficiency group which is now attached to the Governor's office and they are working on coordinating scanning

projects or scanner in order to achieve cost savings for State Government. Mr. Corridan stated they are working with both FSSA and Department of Revenue to see if they can reroute projects toward those organizations and coordinate that effort and hopefully bring in revenue for the State Archives.

Mr. Corridan stated they do have the box issue that they dealt with last month which is somewhat resolved, which is positive. Mr. Corridan stated the Records Center boxes were not functioning correctly so they had to be reordered. Mr. Corridan stated the one issue left is who is going to pay for all the boxes that were no good and he is sure this will be worked out.

11-01-19-06

AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULES(S)

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

1. DEPARTMENT OF CORRECTION

Pendleton Correctional Facility

A motion was made by John Jacob and seconded by Pam Bennett to approve Schedule No. 1 as submitted. Motion carried.

2. DEPARTMENT OF CORRECTION

Putnamville Correctional Facility

A motion was made by John Jacob and seconded by Caroline Bradley to approve Schedule No. 2 as submitted. Jim Corridan stated this is also a complete deletion and came from the Records Coordinator and they signed off on it. Motion carried.

3. DEPARTMENT OF CORRECTION

Rockville Correctional Facility

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

4. STATE STUDENT ASSISTANCE COMMISSION OF INDIANA

Scholarship/Grants

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

5. STATE STUDENT ASSISTANCE COMMISSION OF INDIANA

Special Programs

A motion was made by Jim Corridan and seconded by Liz Keele to approve Schedule 5 as submitted. Motion carried.

6. PUBLIC EMPLOYEES' RETIREMENT FUND

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

7. TEACHERS' RETIREMENT FUND

A motion was made by Caroline Bradley and seconded by Jim Corridan to approve Schedule 7 as submitted. Motion carried.

11-01-19-07

NEW BUSINESS

Jim Corridan wanted to announce that IOT and ICPR have been discussing with IDOA the shredding of electronic records and ICPR is looking at the feasibility of them buying equipment to do this within State Government, at least some of the items such as CD's and DVD's. We are looking at what the costs would be and will follow up next month on this.

11-01-19-08

ADJOURNMENT

There being no further business, Caroline Bradley moved that the meeting be adjourned. Pam Bennett seconded. Motion carried. Meeting adjourned at 1:43 p.m.