

OVERSIGHT COMMITTEE ON PUBLIC RECORDS  
Regular Meeting February 16, 2011

11-02-16-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, February 16, 2011. The meeting was called to order by Vice Chairperson Caroline Bradley, Designee for Brian Arrowood, Chief Information Officer, Office of Technology in the absence of Chairperson, Andrew Kossack, Public Access Counselor, at 1:35 p.m. in Room 401, Indiana State Library. Members present constituting a quorum: Pam Bennett, Director, Indiana Historical Bureau; 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; Connie Smith, Designee for Robert D. Wynkoop, Commissioner, Department of Administration. Members absent: Andrew Kossack, Public Access Counselor; Anita Samuel, Governor's Office. 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: Scott Huffman, Family and Social Services Administration; Laurie Beamish and Melissa Farrington, Indiana Department of Environmental Management.

11-02-16-02

NEXT MEETING

Caroline Bradley announced the next meeting would be held March 16, 2011 at 1:30 p.m. in Room 401, Indiana State Library.

11-02-16-03

PREVIOUS MEETING

Connie Smith moved approval of the January 19, 2011 minutes as presented, seconded by Liz Keele. Pam Bennett suggested an amendment on the top of page 2. Ms. Bennett stated the sentence begins "Mr. Corridan is working with the governing efficiency group now attached to the Governor's office and they are working on coordinating scanning projects or scanner." Ms. Bennett stated she believes it would be good to add at the end of that sentence "in order to achieve cost savings for State Government." Pam Bennett made a motion to approve the minutes as amended, seconded by Connie Smith. Motion carried.

11-02-16-04

OLD BUSINESS

None

11-02-16-05

DIRECTOR'S REPORT

Jim Corridan stated ICPR has priced a device that will remove the top layer of CD's or DVD's so they are no longer readable; the cost is \$2,000 for one of the machines. Mr. Corridan stated they need to obtain the volume and year so they can get out the prices. Mr. Corridan stated his staff is working on getting the retail or market price to determine if it is cheaper for us to do this. Caroline Bradley stepped down as chair and asked does it just do CD's or does it do any other form of media? Mr. Corridan stated it does CD's and DVD's, not the hard drives. Ms. Bradley stated they do get some tapes on hard drives and she just wants to get the volume correct. Ms. Bradley then asked if it tells you what standard it does it to. Mr. Corridan stated it is certainly HIPPA Standard. Roberta Brooker then

asked if there was anything to destroy flash drives. Mr. Corridan stated he did not know, but CD's and DVD's are recorded permanently on there and the flash drives can be deleted.

Jim Corridan the Micrographics Division is on track to produce roughly 15,000,000 images this year.

Jim Corridan reported he attended a Council State Archivists board meeting last week in Washington, DC. The Federal Government is working to eliminate, potentially, parts of the grant funds which are used to support a State Historic Records Advisory Board. One of the affected programs will be outreach workshops that the State has been doing for the last three (3) years. Mr. Corridan stated those are all Congressional discussions so we will have to see what the outcome will be.

Jim Corridan stated we have eliminated more than 6,000 record series in the last two (2) years, and Amy Robinson stated it is now 4,511 after the meeting today. Mr. Corridan stated we have made significant progress in this area.

Jim Corridan stated they are addressing with IDOA some issues related to the 30<sup>th</sup> Street facilities, which houses the State Archives and Records Center. Mr. Corridan stated he will have a meeting with the Legislature this afternoon and the Governor's office to discuss leaks in both the warehouse and Archives. IDOA is working to repair the roof and then look into new roofing this year, so that could be a bit of an issue. Mr. Corridan stated they are also having some storage problems as far as the Records Center. Mr. Corridan stated FSSA looks like they want to transfer tens of thousands of cubic feet more records there and he has advised IDOA so they are aware. Mr. Corridan stated he thinks they have an agreement or can get to an agreement with IDOA to split the cost of additional racks. The Department of Revenue is going to be vacating their warehouse facilities and they are willing to provide all their warehouse racks to ICPR. Mr. Corridan stated they will have to figure if it is cheaper to tear that apart, transport it and rebuild it versus having just having them build new racks. Mr. Corridan stated an analysis will be done. Mr. Corridan stated these records from FSSA are from the hybrid solution, so these are the FSSA eligibility materials and they are going to be transferred to us.

Jim Corridan stated one of the things that happened at the Council State Archivists' meeting classified as important a report summarizing all the State Archives and what is going on and what they found is the volume of electronic records from the last four (4) years stored by State Archives across the country has increased by 3 ½ fold in the four (4) year period. Mr. Corridan stated there were 72 terabytes and now there are 274 terabytes. Mr. Corridan stated we went from zero to 1.5 gigabytes. Mr. Corridan stated physical records are also seeing huge increases because across the country agencies are being eliminated or consolidated and more centralized or in our case occasionally outsourced and so that floods these Archives with records, and at the same time budgets are declining and as well as staff, so it is interesting to see all these different statistics.

11-02-16-06

#### AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULES(S)

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

##### 1. COMMISSION ON PUBLIC RECORDS

###### Micrographics Division

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

## 2. FAMILY AND SOCIAL SERVICES ADMINISTRATION

### Office of General Counsel

A motion was made by Jim Corridan and seconded by Pam Bennett to approve Schedule No. 2 as submitted. Motion carried.

## 3. WHITE RIVER STATE PARK COMMISSION

A motion was made by John Jacob and seconded by Connie Smith to approve Schedule 3 as submitted. Jim Corridan stated we have been asked to add Record Series 86-940 to be deleted also. Amy Robinson stated this is one record series that somehow disappeared from the paper retention schedule between the eighties when it was last revised and now, and we want it to be formerly approved with everything else to be deleted. A vote was taken on the amendment and passed. A motion was made by Jim Corridan and seconded by Pam Bennett to approve Schedule No. 3 as amended. Motion carried.

## 4. INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT (PR-2)

A motion was made by Connie Smith and seconded by Jim Corridan to approve Schedule 4 as submitted. Mr. Corridan stated there were two (2) guests present from this Agency, Laurie Beamish and Melissa Farrington. Mr. Corridan stated IDOA came to ICPR concerned because IDEM has a few thousand boxes stored on the 12<sup>th</sup> floor of the North building. Mr. Corridan stated this allows for the transfer of some back file boxes that are stored there to be held at the Records Center until they are finished processing and microfilming them. New retention schedules allowing for destruction of paper records after verification of imaged records should be approved within 90 days of today. Motion carried.

## 5. COUNTY CLERK (CL)

A motion was made by Pam Bennett and seconded by John Jacob to approve Schedule 5 as submitted. Jim Corridan reported that two (2) items have changed; one is that verbiage was added to 10-22. Ted Cotterill stated it is an umbrella provision that will pull any other related documents in and this is per their conversations with the Indiana Department of Child Services and County Clerks. Jim Corridan stated at some point we listed all the different forms that existed for Child Support and now there are additional forms that exist, so now we will not have to update this any time a form is created. Mr. Corridan stated the second record that has been added is CL 11-01 – Passport Application Transmittal. Mr. Corridan stated his expectation is that as local officials become more and more familiar with the changes, we will probably get more and more feedback about things that need to be included. Pam Bennett had a question on 10-7, List of Licensed Child Placing Agencies, if it is compiled by FSSA, what is being kept at the local level if this is a list. Mr. Corridan stated his understanding is this list is distributed to the counties and they have a copy to which they can refer, so they have to keep it two (2) calendar years after it expires. Caroline Bradley stepped down from the chair and asked about 10-7, 10-9, and 10-10 in that they all refer to information provided from the State and would assume it is retained at the State and she is not sure if there was a need to retain it at the county level as well. Mr. Corridan stated they also have the issue that if the county wants to destroy anything that is permission provided and if it was not on the schedule, they then would have to go before the County Commission of Public Records to get permission to destroy those records. Pam Bennett had another question in terms of 10-11, Record in the Non-Judicial Order Book. Ms. Bennett asked how long is that kept and that is not listed as a record. Beverly Stiers stated that this record is covered by Administrative Rule 7 which covers all the judicial records in the Clerk's office, under the Administrative Rules in the Court Administration of the Supreme Court. After this discussion and there being no amendments, the original motion carried.

11-02-16-07

NEW BUSINESS

Jim Corridan stated the Commission on Public Records has already asked the Oversight Committee to approve the fee schedule for large prints scanned to black and white and has now come into a project where they have to do something in color. Mr. Corridan stated we have had an analysis run and it will cost us about fifty-two cents (.52) to do this color format because the scanner runs so much slower. It was three (3) seconds for black and white, and a minute and a half for color copy. This justifies a different price point. Mr. Corridan stated he is not asking the Oversight Committee to approve this today, but wanted OCPR to be aware of this and that we will be presenting the updated entire fee schedule for Micrographics at the next OCPR meeting. Mr. Corridan stated there will probably be a lot of changes, but there may be some tweaking here and there for other things we have got in the last 12 months. We will print this and have it available for the Committee.

11-02-16-08

ADJOURNMENT

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