

OVERSIGHT COMMITTEE ON PUBLIC RECORDS

Regular Meeting July 27, 2011

11-07-27-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, July 27, 2011. The meeting was called to order by Vice Chairperson Caroline Bradley, Designee for Brian Arrowood, Chief Information Officer, Office of Technology, at 1:30 p.m. in Room 401, Indiana State Library. Members present constituting a quorum: 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; Joe Hoage, Public Access Counselor; 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; Connie Smith, Designee for Robert D. Wynkoop, Commissioner, Department of Administration. Members absent: Pam Bennett, Director, Indiana Historical Bureau. Commission staff in attendance: Wes Carmony and Amy Robinson, Records Management; Beverly Stiers, County and Local Government Records Management. Guests in attendance: Rudy Cansino, Matthew Halas and J. Renee Scott, Indiana State Department of Health.

11-07-27-02

NEXT MEETING

Caroline Bradley announced the next meeting would be held August 17, 2011 at 1:30 p.m. in Room 401, Indiana State Library.

11-07-27-03

PREVIOUS MEETING

Liz Keele moved approval of the June 15, 2011 minutes as presented, seconded by Jim Corridan. Motion carried.

11-07-27-04

OLD BUSINESS

None

11-07-27-05

DIRECTOR'S REPORT

Jim Corridan stated over the last month the State Records Center has added 48,000 cubic feet of racking space, bringing the total capacity of the Records Center to 310,000 cubic feet which means 310,000 boxes could be stored at the Records Center. Mr. Corridan stated according to a report just done by the Council of State Archivists this would rank the State of Indiana's Records Center the 4th largest in the country. Mr. Corridan said they have been able to accomplish this with no increase in staff and they have had a 75% increase in the Records Center from 2006 until now.

Mr. Corridan stated the Digital Archives continues to be successful. Mr. Corridan was in Nashville, TN two (2) weeks ago at the conference of the Council of State Archivists and was elected as the President Elect of the Council of State Archivists for the country.

Forms Management is going through some changes to streamline their processes and they have been doing more and more outreach. ICPR is working with the SHRAB (State Historic Records Advisory Board) to provide grant opportunities for local governments to try and preserve or digitize their historical collections. Mr. Corridan stated this is the first time ever they have been able to do this and have set aside \$30,000 to \$40,000 in grant money from the Federal Government to do this. Mr. Corridan stated yesterday he was in Franklin County (Brookville) where they found some documents from the Civil War.

Mr. Corridan stated Franklin County has the most complete set of local government records in the State and they have all sorts of Civil War records that he has never seen before. Mr. Corridan stated they also have a land transaction between a guy named William Cherry and Charles Washington and his wife. Mr. Corridan stated Charles Washington is George Washington's brother. Mr. Corridan stated there is a lot of stuff hidden away in State and in some of these county governments that no one really knows exists. Mr. Corridan stated it was a treasure being there, because they have done a great job and for whatever reason have decided that preserving those records is pretty important and it is probably one (1) of the ten (10) oldest counties in the State, formed in 1811.

11-07-27-06

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

General Retention Schedule for all State Agencies

A motion was made by Connie Smith and seconded by Liz Keele to approve Schedule No. 1 as submitted. Ms. Smith then stated she had a question on Item No. 52, Record Series GROSH-4, Material Safety Data Sheets (MSDS), it stated to destroy thirty (30) years after the year of conclusion of the worker's employment, and she is not sure how the MSDS can be tied to a specific worker. Amy Robinson stated she does not know - that has been like that for the last 12 years. Ms. Smith stated they are connected to chemicals and products, not people. Ms. Robinson stated she thinks the implication is that it is the last worker that was covered while they were using those products.

Jim Corridan asked Ms. Robinson to follow up on this and maybe the language can be tweaked. A vote was then taken and the motion carried.

2. DEPARTMENT OF NATURAL RESOURCES

Legal Division

A motion was made by Anita Samuel and seconded by John Jacob to approve Schedule No. 2 as submitted. Motion carried.

3. FAMILY AND SOCIAL SERVICES ADMINISTRATION

DDRS/Blind and Visually Impaired Services

A motion was made by John Jacob and seconded by Liz Keele to approve Schedule No. 3 as submitted. Motion carried.

4. PROTECTION AND ADVOCACY SERVICES COMMISSION

All Divisions

A motion was made by John Jacob and seconded by Jim Corridan to approve Schedule No. 4 as submitted. Motion carried.

5. DEPARTMENT OF HOMELAND SECURITY

Planning Division

A motion was made by Joe Hoage and seconded by Jim Corridan to approve Schedule No. 5 as submitted. Motion carried.

6. GAMING COMMISSION

A motion was made by Anita Samuel and seconded by Connie Smith to approve Schedule No. 6 as submitted. Caroline Bradley stepped down because of a question she had on Item No. 26, Record Series 2010-17, Fighter Medical Documents, final item on page 6 of 6. Ms. Bradley stated it appears there are multiple retention schedules based on what it is and she raised the question because it was medical documents, and do they have to have any kind of indication that those were protected under

HIPAA. Amy Robinson stated the CFR listed refers to that and Ms. Bradley stated she did not have a chance to look at that. Mr. Corridan stated he thinks what Ms. Bradley is referring to is that it states you can image and destroy the hard copy and you can destroy something else. Ms. Robinson stated it lists everything and then there are different instructions on each item. Ms. Bradley did not know if this was confusing or if it should be broken down into multiple records. Ms. Robinson stated to the Agency it makes the most sense and Ms. Corridan stated so the Agency wanted it combined like that. Ms. Robinson stated all of the hard copies are being kept in their Agency and the differences are based on how long the Agency keeps them on their shelves. A vote was then taken and the motion carried.

7. STATE DEPARTMENT OF HEALTH

Vital Records

Wes Carmony introduced Rudy Cansino, Renee Scott and Matthew Halas from this Agency. A motion was made by Connie Smith and seconded by Jim Corridan to approve Schedule No. 7 as submitted. Jim Corridan stated he would like to commend the State Department of Health and Vital Records Division. Mr. Corridan stated he is not sure they have not brought this Retention Schedule before the Oversight Committee for awhile, and it is now cleaned up and they worked with some other issues within the Vital Records Division to try and get everyone on the same page, because of the records the State has, the Vital Records are some of the some significantly important ones, because it proves who you are, where you were born, to whom you are married, and when you die, so they are really critical to the citizens of the State. Mr. Corridan thanked the guests from the State Department of Health for helping to get his done in a fairly quick manner.

Caroline Bradley stepped down because she had a comment concerning Item No. 17, Record Series 95-054 and there are a couple of other references to the statement that the Genesis System is backed up on a daily basis by the Information Technology Services Division within the State Department of Health. Ms. Bradley stated she believes this is a little out of date because IOT is doing all of their backup. Ms. Bradley stated it might be better to just say the system is backed up on a daily basis. Jim Corridan asked Connie Smith, who made the motion, if she would accept the amendment to change the language to strike the specific reference to the IOT Services Division of the State Department of Health and just say they are being backed up daily. Ms. Smith agreed to this. A vote was then taken on the amendment and the motion carried.

11-07-27-07

NEW BUSINESS

1. Election of Chairman of Oversight Committee on Public Records

Jim Corridan announced Andrew Kossack, former Public Access Counselor, submitted a letter of resignation from this position and then introduced Joe Hoage, newly appointed Public Access Counselor. Mr. Corridan stated since Mr. Kossack was also serving as the Chairman of the Oversight Committee on Public Records, they would have to elect a new Chairman. Caroline Bradley opened the floor for nominations and Connie Smith nominated John Jacob. Jim Corridan moved that nominations be closed and John Jacob be approved by acclimation. Liz Keele seconded the motion. Motion carried.

11-07-27-08

ADJOURNMENT

There being no further business, John Jacob moved that the meeting be adjourned. Liz Keele seconded. Motion carried. Meeting adjourned at 1:48 p.m.