

OVERSIGHT COMMITTEE ON PUBLIC RECORDS
Regular Meeting May 29, 2013

13-5-29-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, May 29, 2013. The meeting was called to order by Chairperson Joe Hoage, Public Access Counselor, at 1:30 p.m. in Conference Room 10 Indiana Government Center South-First Floor. Members present constituting a quorum: Pam Bennett, Director, Indiana Historical Bureau; Jerry Bonnet, Designee for Connie Lawson, Secretary of State; Caroline Bradley, Designee for Paul Baltzell, 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; Connie Smith, Designee for Jessica Robertson, Commissioner, Department of Administration. Members absent: None. Commission staff in attendance: Amy Robinson, Records Management; Beverly Stiers, County and Local Government Records Management. Guests in attendance: Matt Renner and Hans Vargas, Interns-Office of Technology; Derrick Williams, Intern-Commission on Public Records.

13-5-29-02

NEXT MEETING

Joe Hoage announced the next meeting would be held June 19, 2013 at 1:30 p.m. in Conference Room 10, Indiana Government Center South, 1st Floor. Mr. Hoage also stated he would not be at the next meeting, so it will be conducted by Jerry Bonnet, Vice Chairman.

13-5-29-03

PREVIOUS MEETING

Pam Bennett moved approval of the April 17, 2013 minutes as presented, seconded by Caroline Bradley. Connie Smith stated at that meeting, she was the designee for Brian E. Renner, Acting Commissioner, Department of Administration. A vote was then taken and the Minutes were approved as amended.

13-5-29-04

OLD BUSINESS

None

13-5-29-05

DIRECTOR'S REPORT

Jim Corridan stated a copy of the Director's Report was given to the OCPR Committee with their packet. Mr. Corridan stated ICPR is hosting two (2) conferences on July 8 through 12. The first part of that week will be an Electronic Records Conference to be held at the State Library and the second half of that week the National Association of Government Archives and Records Administrators (NAGARA) is hosting their annual meeting here. Mr. Corridan stated there will probably be 150 or more people attending this conference at the Hyatt.

Jim Corridan reported today the State Budget Committee for the first time in the history of this committee met at the State Archives and the meeting went very well. Mr. Corridan stated they were given a tour of the Archives to understand the issues and collections and there is some more education that needs to happen.

13-5-29-06

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 NATURAL RESOURCES

Land Acquisition

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

2. DEPARTMENT OF NATURAL RESOURCES

Law Enforcement

A motion was made by Pam Bennett and seconded by John Jacob to approve Schedule No. 2 as submitted. John Jacob stated he had a question concerning Record Series 85-572 Mr. Jacob asked if a modification could occur at any time after the original license. Amy Robinson stated it would be modified by a renewal. Mr. Jacob then asked if there would only be the original and the renewal and not a modification in between and Ms. Robinson stated that was correct. Jim Corridan stated we may want to word it that way in the retention schedule. Mr. Jacob's other question was is it a possibility that the original license could be destroyed when the renewal occurs and his concern is whether or not it could be available for audit. Mr. Corridan asked Ms. Robinson if she knew how often they renew. Ms. Robinson stated she thinks it is a five (5) year renewal and also stated there is not a fee involved. Mr. Corridan asked Ms. Robinson to make sure there is not a fee involved and she said she would double check. Mr. Corridan stated if there is they would add the State Board of Accounts language into the schedule. Caroline Bradley suggested they approve the schedule as is and put it under Old Business for the next meeting. Mr. Jacob then stated he is assuming that when it says destroy license file after five (5) years if license is not renewed that after five (5) years it is going specifically off the date of the license and was told that was correct. Jim Corridan then made an amended motion that they approve the Retention Schedule No. 2. as presented and if there is an alteration that needs to be made in the schedule, it would be added to next month's agenda for consideration by the OCPR Committee, seconded by Connie Smith. Motion carried.

3. INDIANA BOARD OF TAX REVIEW

Agency Wide

A motion was made by Connie Smith and seconded by Caroline Bradley to approve Schedule No. 3 as submitted. Motion carried.

4. INDIANA STATE SENATE

A motion was made by Pam Bennett and seconded by John Jacob to approved Schedule No. 4 as submitted. Caroline Bradley had a question concerning the wording that an exception to the General Retention Schedule is no longer required due to OCPR Policy 2006-01, which provides this disposition option to all agencies. Amy Robinson stated this was created before Policy 2006-01, so it asked for special disposition for those Basic Accounting Records. A vote was then taken and motion carried.

13-5-29-07

NEW BUSINESS- Introduction of Interns – Caroline Bradley introduced Hans who is a student at Purdue and Matt who is a student at Ball State and they are working with Ms. Bradley and the rest of their team. Jim Corridan introduced Derrick Williams who is also a student at Ball State and working with the Commission on Public Records.

13-5-29-08

ADJOURNMENT

There being no further business, Caroline Bradley moved that the meeting be adjourned. Pam Bennett seconded. Motion carried. Meeting adjourned at 1:42 p.m.