

OVERSIGHT COMMITTEE ON PUBLIC RECORDS
Regular Meeting November 18, 2015

15-11-18-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, November 18, 2015. The meeting was called to order by Chairman Luke Britt, Public Access Counselor, at 1:30 p.m. in Conference Room 10, Indiana Government Center South-First Floor.

Members present constituting a quorum:

Christopher Anderson, Designee for Mike Pence, Governor; Pam Bennett, Director, Indiana Historical Bureau; Mike Bozymski, Designee for Paul Joyce, State Examiner, State Board of Accounts; Luke Britt, Public Access Counselor; Jim Corridan, Director & State Archivist, Indiana Archives and Records Administration; Erin Kellam, Designee for Jessica Robertson, Commissioner, Department of Administration; Mallory Long, Designee for Connie Lawson, Secretary of State.

Members absent: Graig Lubsen, Designee for Dewand Neely, Chief Information Officer, Office of Technology; Jacob Speer, Director, Indiana State Library; Kurt Webber, Lay Member.

Commission staff in attendance: Amy Robinson, Records Management; Beverly Stiers, County and Local Government Records Management.

15-11-18-02

NEXT MEETING

Luke Britt announced the next meeting would be held December 16, 2015 at 1:30 p.m. in Conference Room 10, Indiana Government Center South, 1st Floor.

15-11-18-03

PREVIOUS MEETING

A motion was made by Jim Corridan and seconded by Erin Kellam to approve the minutes of the October 21, 2015 meeting. Motion carried.

15-11-18-04

OLD BUSINESS

Historical Records at Archives – Jim Corridan reported they are still in the process of finalizing the inventory at the State Archives and there is a decent chance they will be done by the end of December. Mr. Corridan stated they may bring forward to the December meeting the remaining schedules that are for historical records that are no longer created.

15-11-18-05

DIRECTOR'S REPORT

Jim Corridan stated the progress continues on the new building. At the Bicentennial Commission meeting two (2) weeks ago the Governor announced that the State Archives will be built on the IUPUI campus on Indiana Avenue. The University Board of Trustees and the State are working on negotiations and they are not quite resolved. The architectural firm they are working with brought in the person who is responsible for the exterior and interior design of the building, an internationally renowned architect and they are very excited about this possibly being a significant architectural structure for Indiana. Erin Kellam asked if there it is an empty lot now or is there a building there and Mr. Corridan stated it is a parking lot. Mr. Corridan stated there is planned space for expansion. Mr. Corridan stated if the building is built as currently proposed, it will include exhibit space and classroom/education space.

15-11-18-06

AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULE(S)

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

1. BUREAU OF MOTOR VEHICLES

Driver Improvement and Safety Responsibility

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

2. DEPARTMENT OF EDUCATION

Legal Affairs

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

3. DEPARTMENT OF TRANSPORTATION

Materials Management

A motion was made by Mike Bozymski and seconded by Christopher Anderson to approve Schedule No. 3 as submitted. Motion carried.

4. DEPARTMENT OF TRANSPORTATION

Operations

A motion was made by Pam Bennett and seconded by Mallory Long to approve Schedule No. 4 as submitted. Motion carried.

5. DEPARTMENT OF WORKFORCE DEVELOPMENT

Agency-wide Schedule

A motion was made by Mallory Long and seconded by Mike Bozymski to approve Schedule No. 5 as submitted. Motion carried.

6. INDIANA ARCHIVES AND RECORDS ADMINISTRATION

State Archives Division

A motion was made by Jim Corridan and seconded by Erin Kellam to approve Schedule No. 6 as submitted. Motion carried.

7. INDIANA UTILITY REGULATORY COMMISSION

Reporting

A motion was made by Pam Bennett and seconded by Mike Bozymski to approve Schedule No. 7 as submitted. Motion carried.

8. LEGISLATIVE SERVICES AGENCY

A motion was made by Mike Bozymski and seconded by Mallory Long to approve Schedule No. 8 as submitted. Motion carried.

9. DEPARTMENT OF LOCAL GOVERNMENT FINANCE

A motion was made by Jim Corridan and seconded by Pam Bennett to approve Schedule No. 9 as submitted. Motion carried.

10. SUPREME COURT DISCIPLINARY COMMISSION

A motion was made by Mallory Long and seconded by Jim Corridan to approve Schedule No. 10 as submitted. Motion carried.

11. GENERAL RETENTION SCHEDULE – ALL AGENCIES

A motion was made by Jim Corridan and seconded by Erin Kellam to approve Schedule No. 11 as submitted. Motion carried

Guests present were Alicia Vickers and Greg Pachmayr, Office of the Clerk of the Indiana Supreme Court, Court of Appeals, and Tax Court.

15-11-18-07

NEW BUSINESS

None

15-11-18-08

ADJOURNMENT

There being no further business before the Committee, a motion was made by Jim Corridan and seconded by Mike Bozynski to adjourn. Motion carried. Meeting adjourned at 1:42 p.m.