

OVERSIGHT COMMITTEE ON PUBLIC RECORDS
Regular Meeting July 20, 2016

16-7-20-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, July 20, 2016. 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. Mr. Britt introduced Kahlyn Barcevic, Intern, from Public Access Counselor's office and Bill Fama, Andrew Kimbrough, and Chris Riffel, from Van Ausdall and Farrar.

Members present constituting a quorum: Christopher Anderson, Designee for Mike Pence, Governor; 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; Chandler Lighty, Director, Indiana Historical Bureau; Graig Lubsen, Designee for Dewand Neely, Chief Information Officer, Office of Technology; Jacob Speer, Director, Indiana State Library.

Members absent: Mike Bozyski, Designee for Paul Joyce, State Examiner, State Board of Accounts; Mallory Long, Designee for Connie Lawson, Secretary of State; Kurt Webber, Lay Member.

Commission staff in attendance: Valerie Michael, Deputy Director; Beverly Stiers, County and Local Government Records Management.

Guests: Bill Fama, Andrew Kimbrough, and Chris Riffel - Van Ausdall and Farrar; Kahlyn Barcevic, Public Access Counselor's office.

16-7-20-02

NEXT MEETING

Luke Britt announced the next meeting would be held August 17, 2016 at 1:30 p.m. in Conference Room 10, Indiana Government Center South, 1st Floor.

16-7-20-03

PREVIOUS MEETING

A motion was made by Erin Kellam and seconded by Chandler Lighty to approve the minutes of the June 17, 2016 meeting. Motion carried.

16-7-20-04

OLD BUSINESS

None

16-7-20-05

DIRECTOR'S REPORT

Jim Corridan reported there are three (3) major projects. Indiana Archives and Records Administration has completed the recognition of the delegates to the Indiana State Constitution. Mr. Corridan stated they had ceremonies across Indiana and more than 1,000 people attended. There was great media coverage and the State Archives received good publicity which is helpful as we move toward a new building. Mr. Corridan stated the new State Archives building continues to move forward and looks positive at this point. Mr. Corridan stated they expect there will be an announcement soon and hopefully the building will be completed in 2018. Mr. Corridan stated this will place an enormous burden and stress on our Archives staff as they prepare to organize, pack and move, but we look forward to that challenge. Mr. Corridan stated also the building is being built in a way that it will use a high base system of storage. Mr. Corridan stated this may be the largest archival

use of that system in the nation and possibly world. The third bicentennial project is the travelling exhibit. Mr. Corridan stated between Corydon and Vincennes the first two cities over 2,500 people attended in less than five (5) weeks and the third and final version of the exhibit will be in Indianapolis, likely at the State House and they have to work out the details for this. Mr. Corridan stated this will take place in mid November to about December 15.

16-7-20-06

AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULE(S)

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

1. ADJUTSANT GENERAL'S OFFICE

A motion was made by Chandler Lighty and seconded by Graig Lubsen to approve Schedule No. 1 as submitted. Motion carried.

2. DEPARTMENT OF EDUCATION

English Language Learners and and Migrant Education

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

3. COUNTY/LOCAL GENERAL RETENTION SCHEDULE (GEN)

A motion was made by Jacob Speer and seconded by Chandler Lighty to approve Schedule No. 3 as submitted. Motion carried.

16-7-20-07

NEW BUSINESS

None

16-7-20-08

ADJOURNMENT

There being no further business before the Committee, meeting adjourned at 1:42 p.m.