

OVERSIGHT COMMITTEE ON PUBLIC RECORDS
Regular Meeting March 21, 2018

18-03-21-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, March 21, 2018. The meeting was called to order by Chairman Luke Britt, Public Access Counselor, at 1:00 p.m. in Conference Room 10, Indiana Government Center South-First Floor.

Members present constituting a quorum: Luke Britt, Public Access Counselor; Cynthia Carrasco, Governor's Designee; Samantha Chapman, Designee for Connie Lawson, Secretary of State; Jim Corridan, Director & State Archivist, Indiana Archives and Records Administration; Tammy Glickman, Designee for Jessica Robertson, Commissioner, Department of Administration; Doug Kowalski, Designee for Paul Joyce, State Examiner, State Board of Accounts; Chandler Lighty, Director, Indiana Historical Bureau; Graig Lubsen, Designee for Dewand Neely, Chief Information Officer, Office of Technology.

Doug Kowalski, Designee for Paul Joyce, State Examiner, State Board of Accounts, was welcomed to the OCPR Committee, taking the place of Mike Bozymski.

Members absent: Jacob Speer, Director, Indiana State Library.

Guests: None.

IARA staff in attendance: Marilyn Fernandez, Deputy Director; Amy Robinson, Records Management; Beverly Stiers, County and Local Government Records Management.

18-03-21-02

NEXT MEETING

Luke Britt announced the next meeting will be held April 18, 2018 at 1:00 p.m. in Conference Room 10, Indiana Government Center South, 1st Floor. Mr. Britt stated he would be unable to attend this meeting.

18-03-21-03

PREVIOUS MEETING

A motion was made by Tammy Glickman and seconded by Cynthia Carrasco to approve the minutes of the December 20, 2017 meeting. Motion carried.

18-03-21-04

OLD BUSINESS

None

18-03-21-05

DIRECTOR'S REPORT

Jim Corridan's written report was furnished with the packet.

In conjunction with Friends of the Archives, a reception was held at the Indiana Archives on March 6 showcasing a new exhibit entitled Education in Early Indiana. Long term employee Alan January retired at the end of January, 2018. Claire Horton, formerly Director of Processing, was promoted to Director of the State Archives. Andrew Noga, Director of the Records Center, submitted his resignation .A search is underway to hire a replacement. After a 9 month wait, IARA is getting a brand new truck, first time in 18 years.

Effective July 1, 2018, the Indiana Historic Bureau will become a division of the Indiana State Library. Legislation was enacted allowing the State Librarian to continue to serve on the OCPD Committee and the seat for the Director of the Indiana Historical Bureau to be eliminated. A seat for a County Clerk or County Recorder who presently serves on the County Commission of Public Records was added to be a representative of county government. Mr. Corridan thanked Mr. Lighty for his service.

18-03-21-06

AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULE(S)

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

1. BOARD OF ANIMAL HEALTH

A motion was made by Graig Lubsen and seconded by Tammy Glickman to adopt Schedule No. 1 as submitted. Motion carried.

18-03-21-07

NEW BUSINESS

IARA Fee Proposals

1. State Imaging and Microfilm Lab
2. State Archives Fee Schedule

Two proposals to increase fees were submitted by Jim Corridan, Director & State Archivist.

The fee schedule for State Imaging and Microfilm Lab and for the State Archives has not been changed in three (3) years. The proposed fee structure change is in response to increased cost of both supplies and labor.

Discussion ensued about the increased cost of supplies and the volume of work being processed. The committee suggested they would like more time to investigate the costs involved in this decision with regard to the Microfilm Lab fees.

State Archives Fee Schedule changes are being driven by the desire to better serve the public by making online fee charging available eliminating the necessity of doing daily receipts by employees freeing them to better respond to the backlog of patron requests.

The three (3) things to be simplified on the Fee Schedule for the Archives are the Research Fee, Closed Institution Transcript Fee and the Copy Fee – 0.75 per copy, \$15.00 for transcript, and \$15.00 per half hour for Research Fees.

Jim Corridan stated the National Archives fee schedule was reviewed prior to the making the proposed changes to the current State fee schedule.

Jim Corridan reported Closed Institution Transcript fees would be increased from \$10.00 to \$15.00 which includes State Archives certification. The certification fee is \$5.00 to certify the authenticity of a copy or reproduction of Archives materials. The volume of requests for closed institution transcripts has greatly increased. Electronic Record Index Fees did not change. The last item covers shipping and handling for first class. Access to the online catalog has increased demand.

Jim Corridan stated if there is any feedback or questions, please contact him.

Chairman Luke Britt suggested the committee table the State Imaging and Microlab Fee Schedule to allow for further discovery and discussion at the next meeting on April 18.

A motion was made by Cynthia Carrasco and seconded by Jim Corridan to approve the State Archives Fees Schedule as proposed, motion carried, with one (1) dissenting vote (Graig Lubsen). The new fee schedule will go in to effect April 1, 2018.

Jim Corridan stated another item for new business is the fact that presently in all retention schedules the term State Archives, Indiana State Archives, Indiana Archives and Records Administration is used. Mr. Corridan stated IARA is working on rebranding and would like to convert all mentions to the term Indiana Archives. Mr. Corridan stated if there is no objection, he would like to do this by a vote of the Committee.

Chairman Britt stated changes on a form or schedule do not require statutory changes or approval.

Mr. Corridan moved that the phrases, "State Archives," "Indiana State Archives," and "Indiana Archives and Records Administration, State Archives Division" be updated to "Indiana Archives" in all existing retention schedules for both state and county/local agencies, without the need for the Oversight Committee on Public Records to vote separately on each retention schedule. Graig Lubsen seconded the motion. Motion carried.

18-03-21-08

ADJOURNMENT

There being no further business before the Committee, meeting adjourned at 1:35p.m.