

OVERSIGHT COMMITTEE ON PUBLIC RECORDS
Regular Meeting April 25, 2018

18-04-25-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, April 25, 2018. The meeting was called to order by Chairman Luke Britt, Public Access Counselor, at 1:00 p.m. in Conference Room 4 , Indiana Government Center South-First Floor.

Members present constituting a quorum: Luke Britt, Public Access Counselor; Cynthia Carrasco, Governor's Designee; Jim Corridan, Director & State Archivist, Indiana Archives and Records Administration; Tammy Glickman, Designee for Leslie Crane, Commissioner, Department of Administration; Doug Kowalski, Designee for Paul Joyce, State Examiner, State Board of Accounts; Chandler Lighty, Director, Indiana Historical Bureau.

Members absent: Samantha Chapman, Designee for Connie Lawson, Secretary of State; Graig Lubsen, Designee for Dewand Neely, Chief Information Officer, Office of Technology; Jacob Speer, Director, Indiana State Library.

Guests: There were two (2) guests present: Marisa Bland, Family and Social Services Administration, and Alicia Vickers, Supreme Court Clerk's Office.

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

18-04-25-02

NEXT MEETING

Luke Britt announced the next meeting will be held May 16, 2018 at 1:00 p.m. in Conference Room 10, Indiana Government Center South, 1st Floor. A discussion was held concerning changing the time of the OCPR meeting to 9:00 or 9:30 a.m., and a notice will be sent to the members to make sure this will be o.k. with them. If agreed to by everyone, this will be done starting with the May meeting.

18-04-25-03

PREVIOUS MEETING

A motion was made by Tammy Glickman and seconded by Doug Kowalski to approve the minutes of the March 21, 2018 meeting. Motion carried.

18-04-25-04

OLD BUSINESS

1. State Imaging and Microfilm Lab Fee Schedule

Jim Corridan reported the only item changed in the newest copy of this version is there was a calculation error, so on the first item, 16mm Microfilming, the previous schedule read minimum per roll \$62.50 and it should be \$43.75. Mr. Corridan suggested they adopt this version of the schedule. Tammy Glickman made a motion to adopt the newest version of the State Imaging and Microfilm Lab Fee Schedule, seconded by Jim Corridan. Motion carried.

18-04-25-05

DIRECTOR'S REPORT

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

Jim Corridan reported last week:

1. They had two (2) significant tours at the Indiana State Archives, nearly one (1) entire branch of Government, the Supreme Court.
2. They had all five (5) Justices of the Supreme Court as well as Chief Justice Sheppard and members of their senior staff.
3. It was good for them to see the collections of legislation as well as the Acts.
4. This week the Clerks of the Justices and the Staff Attorneys came as well.
5. They also had the State Treasurer's office out to the Archives as well as the Secretary of State and legislators and spouses.
6. The tour program is building up and getting stronger and from an outreach standpoint we are doing fairly well.

The State Historic Records and Advisory Board met yesterday at Fort Wayne. The board is a tangential branch of the Archives – a federally recognized entity dealing with grants - that was created through executive order by Gov. Holcomb and predecessors. They have put together a publication illustrating all 50 state archives buildings to distribute to offices as well as the legislators. Mr. Corridan will be meeting with budgeting director tomorrow to discuss building and funding issues for the Archives.

Jim Corridan reported they have been working with IDOA for probably nine (9) months now on an online volunteer program to allow for outsourcing so that people from across the world can actually index original Indiana content. Our goal is sometime in May we will start putting up our 135,000 individual World War I service cards from veterans who fought in WW1 and will allow people across the world to index those. This will create a searchable database. There is a lot of good information on these cards and they have never been indexed; right now it's not very solid. That will be our first project for our virtual volunteer program and we are working to get that contract finalized. The goal will be to get this done by Nov 11, 2018 and we will have this up and posted - that is our expectation - and this will be marking the 100th Anniversary of World War I.

18-04-25-06

AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULE(S)

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

1. ARCHIVES AND RECORDS ADMINISTRATION

Forms Management

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

2. FAMILY AND SOCIAL SERVICES ADMINISTRATION

Early Childhood and Out of School Learning

A motion was made by Doug Kowalski and seconded by Tammy Glickman to adopt Schedule No. 2 as submitted. Motion carried.

3. PORTS OF INDIANA

Agency Wide Schedule

A motion was made by Tammy Glickman and seconded by Cynthia Carrasco to adopt Schedule No. 3 as submitted. Motion carried.

4. JUDICIAL ADMINISTRATION

Clerk of the Supreme Court, Court of Appeals and Tax Court

A motion was made by Cynthia Carrasco and seconded by Doug Kowalski to adopt Schedule No. 4 as submitted. Motion carried.

5. SECRETARY OF State

Agency Wide Schedule

A motion was made by Jim Corridan and seconded by Tammy Glickman to adopt Schedule No. 5 as submitted. Motion carried.

6. SECRETARY OF State

State Election Division

A motion was made by Chandler Lighty and seconded by Cynthia Carrasco to adopt Schedule No. 6 as submitted. Motion carried.

18-04-25-07

NEW BUSINESS

None.

18-04-25-08

ADJOURNMENT

There being no further business before the Committee, meeting adjourned at 1:19 p.m.