

OVERSIGHT COMMITTEE ON PUBLIC RECORDS

Regular Meeting June 19, 2019

19-06-19-1

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held on Wednesday, June 19, 2019. The meeting was called to order by Chairman Tammy Glickman, Designee for Leslie Crane, Commissioner, Department of Administration, at 10:01a.m. in Conference Room 12, Indiana Government Center, South-First Floor.

Members present constituting a quorum: Jerry Bonnet, Designee for Connie Lawson, Secretary of State; Doug Kowalski, Designee for Paul Joyce, State Examiner, State Board of Accounts; Chandler Lighty, Executive Director, Indiana Archives and Records Administration; Cynthia Carrasco, Governor's Designee, Scott Uecker, professional journalist, lay member; Tamara Hemmerlein, lay member; Jay Phelps, County Clerk/Bartholomew County .

Members absent: Luke Britt, Public Access Counselor; Jacob Speer, Director, Indiana State Library; Graig Lubsen, Designee for Dewand Neely, Chief Information Officer, Office of Technology

Guests: John Connell, Department of Transportation; John Glover and Lisa Craig, Indiana Law Enforcement Academy; Marisa Bland, Family & Social Services; Emily Wright, Department of Workforce Development

IARA staff in attendance: Marilyn Fernandez, Deputy Director; Amy Robinson, Records Management; Beverly Stiers, County and Local Government Records Management, Kim Hagerty, Director/Digitization & Micrographic Services; Jeannine Roe, Electronic Records Archivist

19-06-19-2

NEXT MEETING:

The next meeting will be held Wednesday, July 17, 2019 at 10:00 a.m. in Conference Room 12, Indiana Government Center, First Floor.

19-06-19-3

PREVIOUS MEETING

A motion was made by Cynthia Carrasco and seconded by Doug Kowalski to approve the minutes of March 20, 2019 meeting. Motion carried.

19-06-19-4

NEW BUSINESS:

1. Introduction of new OCPR Committee members: Scott Uecker, Jay Phelps, Tamara Hemmerlein

2. Correction of Minutes from March 18, 2018: SBOA requests a review of the minutes of the March 18, 2018 OCPR meeting to correct an error made in the transcription of the minutes. The correction shall read the rate for Research Fees is \$15.00 per half hour instead of per hour. The fee schedule rate is correct and the correct fees have been collected. A motion was made by Doug Kowalski and seconded by Cynthia Carrasco to approve the amended minutes of the March 18 2018 meeting.

3. Review and possible readoption of rules under IC4-22-2.5: Two rules are due to be readopted by December 2 2019.

These rules will be reviewed and presented to the committee for discussion and possible adoption at the next OCPR meeting:

60 IAC 3 ELECTRONIC COPIES OF FORMS

60 IAC 4 COMMERCIAL USE OF GOVERNMENTAL RECORDS OF THE COMMISSION

19-06-19-5

DIRECTOR'S REPORT

Chandler Lighty submitted the Director's Report previously distributed to the OCPR Committee for review. Chandler reported a review of Public Safety retention schedule is under discussion with DOC and the Sheriffs Assn. to ensure all areas of interest are covered. Regarding staff changes: Kim Hagerty is the new Director of Digitization and Micrographics Services, Imelda Gonzales has moved to County/Local Records Management from the Archives, communications director Justin Clark is departing to accept a position with the State Library.

19-06-19-6

AGENCY REQUESTS – RECORDS RETENTION AND DISPOSITION SCHEDULES

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

1. **FAMILY AND SOCIAL SERVICE ADMINISTRATION**/Agency wide schedule

A motion was made by Doug Kowalski and seconded by Cynthia Carrasco to adopt Schedule 1. Motion carried.

2. **FAMILY AND SOCIAL SERVICE ADMINISTRATION**/Disability and Rehabilitation, Quality Improvement

A motion was made by Cynthia Carrasco and seconded by Doug Kowalski to adopt Schedule 2. Motion carried.

3. **FAMILY AND SOCIAL SERVICE ADMINISTRATION**/Mental Health and Addiction

A motion was made by Chandler Lighty and seconded by Cynthia Carrasco to adopt Schedule 3. Motion carried.

4. DEPARTMENT OF HEALTH/Cancer Registry

A motion was made by Cynthia Carrasco and seconded by Doug Kowalski to adopt Schedule 4. Motion carried.

5. DEPARTMENT OF HEALTH/Legal Affairs

A motion was made by Cynthia Carrasco and seconded by Doug Kowalski to adopt Schedule 5. Motion carried.

6. DEPARTMENT OF HOMELAND SECURITY/Fire and Building Safety

A motion was made by Doug Kowalski and seconded by Cynthia Carrasco to adopt Schedule 6. Motion carried.

7. JUDICIAL ADMINISTRATION/Supreme Court Disciplinary Commission

A motion was made by Cynthia Carrasco and seconded by Doug Kowalski to adopt Schedule 7. Motion carried.

8. LAW ENFORCEMENT ACADEMY

A motion was made by Doug Kowalski and seconded by Cynthia Carrasco to adopt Schedule 8. Motion carried.

9. BUREAU OF MOTOR VEHICLES/Audit Services

A motion was made by Cynthia Carrasco and seconded by Doug Kowalski to adopt Schedule 9. Motion carried.

10. BUREAU OF MOTOR VEHICLES/Branch Operations and Bureau of Motor Vehicles Commission

A motion was made by Doug Kowalski and seconded by Cynthia Carrasco to adopt Schedule 10. Motion carried.

11. BUREAU OF MOTOR VEHICLES/Driver Services

A motion was made by Doug Kowalski and seconded by Cynthia Carrasco to adopt Schedule 11. Motion carried.

12. BUREAU OF MOTOR VEHICLES/Security and Investigations

A motion was made by Cynthia Carrasco and seconded by Chandler Lighty to adopt Schedule 12. Motion carried.

13. BUREAU OF MOTOR VEHICLES/Economic Opportunity

A motion was made by Chandler Lighty and seconded by Cynthia Carrasco to adopt Schedule 13. Motion carried.

14. DEPARTMENT OF WORKFORCE DEVELOPMENT

A motion was made by Chandler Lighty and seconded by Doug Kowalski to adopt Schedule 14. Motion carried.

19-06-19-7

OLD BUSINESS

1. Electronic Meetings Policy draft – Proposed revision of OCPR Policy 14-01 (#19-01)

Discussion ensued from the previous meeting about providing a means for Committee members to attend and be part of a meeting quorum electronically. As proposed, this policy meets Public Access Counselor requirements for an open door policy.

Points for consideration to be added:

A majority of members must be physically present to constitute an official meeting.

A committee member will provide a reasonable amount of time to notify OCPR meeting organizer of request to attend the meeting electronically.

Each member is required to physically attend at least two-thirds of the meetings held by the OCPR annually.

With these changes, a motion was made by Doug Kowalski and seconded by Cynthia Carrasco for a redraft of the proposed policy to be crafted by Tammy Glickman for presentation and possible vote at the next OCPR meeting. Motion carried.

2. Use of Records in the Indiana State Archives-Proposed revision of OCPR Policy 05-02

It was discovered the wrong version of the state form was emailed to the Committee. There was discussion of the related OCPR Policy 05-02 regarding revising the language under number 2 to read: The patron shall be provided with a copy of the signed Registration Form, *upon request*. Due to the Committee not having the proposed revisions before them, this item was tabled for future action.

19-06-19-8

ADJOURNMENT

There being no further business before the Committee, meeting adjourned at 10:38 a.m.