

## **OVERSIGHT COMMITTEE ON PUBLIC RECORDS MEETING MINUTES**

**Virtual meeting – Wednesday July 29 2020**

20-7-29-1

### **CALL TO ORDER**

A virtual meeting of the Oversight Committee on Public Records was held on Wednesday, July 29, 2020. The meeting was called to order by Chairman Tammy Glickman, Designee for Lesley Crane, Commissioner, Department of Administration at 10:05a.m.

### **A roll call was taken to determine members present constituting a quorum:**

Jerry Bonnet, Designee for Connie Lawson, Secretary of State; Luke Britt, Public Access Counselor; Cynthia Carrasco, Governor's Designee; Tamara Hemmerlein, lay member; Doug Kowalski, Designee for Paul Joyce, State Examiner, State Board of Accounts; Chandler Lighty, Executive Director, Indiana Archives and Records Administrator; Jacob Speer, Director, Indiana State Library; Jim Ehrenberg, Designee for Tracy Barnes, Chief Operating Officer, Office of Technology; Jay Phelps, County Clerk/Bartholomew County; Scott Uecker, professional journalist/lay member.

**Guests:** None

**IARA staff in attendance:** Marilyn Fernandez, Deputy Director; Meaghan Fukunaga, Deputy Director, Electronic Records; Claire Horton, Deputy Director; Kim Hagerty, Director/Digitization & Micrographic Services; Amy Robinson, Records Management; Amy Christiansen Janicki, Records Management Liaison.

20-7-29-2

### **NEXT MEETING**

The next meeting of the OCPR will be held on Wednesday, August 26, 2020 at 10:00 a.m. Location TBD

20-7-29-3

### **PREVIOUS MEETING**

A motion was made by Jay Phelps, seconded by Scott Uecker, to approve the minutes of the February 15, 2020 regular meeting of the OCPR. Motion carried.

20-7-29-4

### **DIRECTOR'S REPORT**

Chandler Lighty submitted the Director's Report previously distributed to the OCPR for review. The report includes a narrative from Claire Horton/Archives, Marilyn Fernandez/Records Management, and Meaghan Fukunaga/Electronic Records.

20-7-29-5

**NEW BUSINESS**

Three items were submitted for discussion:

- A) 60 IAC 5 – Imaging Standards for Original Records
- B) 60 IAC 6 – Management of Electronic Records
- C) 60 IAC 7 - Access to Health Records

It was agreed each of these items requires more extensive review and discussion prior to consideration of next steps than allocated for this meeting. A suggestion was made for each item to be added to the agenda individually at subsequent monthly meetings of the Oversight Committee on Public Records.

For timely consideration, Item C) IAC 7 Access to Health Records will be a discussion item on the agenda of the next OCPD meeting (August). Claire Horton did the preliminary work on development of this policy. Claire and Chandler Lighty are available for further questions.

20-7-29-6

**AGENCY REQUESTS – RECORDS RETENTION AND DISPOSITION SCHEDULES**

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

**1. COUNTY/LOCAL GENERAL RETENTION SCHEDULE**

A motion was made by Doug Kowalski, seconded by Luke Britt, to adopt Schedule 1. Motion carried.

**2. DEPARTMENT OF CHILD SERVICES/Child Welfare Division**

A motion was made by Cynthia Carrasco, seconded by Jay Phelps, to adopt Schedule 2. Motion carried.

**3. FAMILY & SOCIAL SERVICES ADMINISTRATION/Agency-wide schedule**

A motion was made by Cynthia Carrasco, seconded by Doug Kowalski, to adopt Schedule 3. Motion carried.

**4. FAMILY & SOCIAL SERVICES ADMINISTRATION/Division of Mental Health & Addiction**

A motion was made by Cynthia Carrasco, seconded by Luke Britt, to adopt Schedule 4. Motion carried.

**5. DEPARTMENT OF HEALTH/Environmental Labs**

A motion was made by Doug Kowalski, seconded by Jay Phelps, to adopt Schedule 5. Motion carried.

#### **6. HORSERACING COMMISSION**

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

#### **7. DEPARTMENT OF TOXICOLOGY**

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

#### **8. WORKER'S COMPENSATION**

A motion was made by Jay Phelps, seconded by Jacob Speer, to adopt Schedule 8. Motion carried.

#### **9. STATE AGENCIES GENERAL RETENTION SCHEDULE**

The revisions to this retention schedule do not create any new action items for State agencies. GRADM-10 was added to capture the State's response to States of Emergency and Other Events of an Historic Nature.

A motion was made by Doug Kowalski, seconded by Luke Britt, to adopt Schedule 9. Motion carried.

20-7-29-7

#### **OLD BUSINESS**

Review of Article 1.1.General Provisions Rule 1 Definitions; Collections of Religious Information; Lists

Article 1.1 was introduced at the last OCPR meeting and is up for readoption this year (2020). In response to an action item from that meeting, Chandler Lighty did further research through IARA Forms personnel to determine at the present time there is only one Department of Corrections form that requests this information.

It was decided to table this discussion to the September OCPR meeting to allow for time to further research and discuss whether Article 1.1 should be readopted or allowed to expire. Chandler Lighty will share any further information on this with the members of the OCPR prior to the September meeting.

20-7-29-8

#### **MEETING ADJOURNMENT**

There being no further business before the Committee, a motion was made by Doug Kowalski, seconded by Luke Britt, to adjourn the meeting at 10:51a.m.