

MEETING MINUTES

August 25th, 2021, 10: 00 a.m. Eastern Time

Indiana Archives and Records Administration

Meeting Location: IGC South Conference Center, Room 12

MEETING OF THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS

2021-08-25-1: CALL TO ORDER

A meeting of the Oversight Committee on Public Records was held on Wednesday, August 25, 2021. The meeting was called to order by Chairperson Tammy Glickman at 10:00 a.m.

A roll call was conducted to determine members present constituting a quorum: Jerry Bonnet (Designee for Holli Sullivan, Secretary of State), Luke Britt (Public Access Counselor), Jim Ehrenberg (Designee for Tracy Barnes, Chief Operating Officer, Office of Technology), Tammy Glickman (designee for Rebecca Holwerda, Commissioner, Department of Administration / Oversight Committee Chair), Tamara Hemmerlein (Lay Member), Beth Kelley (Designee for Paul Joyce, State Examiner, State Board of Accounts), Chandler Lighty (Executive Director of the Indiana Archives and Records Administration / Oversight Committee Secretary), Jacob Speer (Director of the Indiana State Library / Oversight Committee Vice-Chair), Scott Uecker (Professional Journalist / Lay Member)

Members absent: Cynthia Carrasco (Governor's Designee)

IARA staff in attendance: Claire Horton (Deputy Director, Indiana Archives), Jackie Swihart (Deputy Director, Administration), Amy Robinson (Records Analyst, Records Management)

Guests: None.

2021-08-25-2: NEXT MEETING

The next meeting of the OCPR is scheduled to be held on Wednesday, September 29, 2021, at 10:00 a.m. in Indiana Government Center South, Conference Center Room 12.

2021-08-25-3: PREVIOUS MEETING

A motion was made by Jerry Bonnet, seconded by Scott Uecker, to approve the minutes of the last regular meeting of the OCPR held on Wednesday, July 28, 2021. Motion carried.

2021-08-25-4: DIRECTOR'S REPORT

IARA Executive Director Chandler Lighty submitted the Director's Report previously distributed to the OCPR for review. The report includes a narrative from: Claire Horton (Deputy Director, State Archives), Meaghan Fukunaga (Deputy Director, Records Management), Kim Hagerty (Director of the State Imaging and Microfilm Lab), and Samantha Putnam (Director of the State Records Center).

Director Lighty introduced new IARA Deputy Director Jackie Swihart, who will be overseeing Forms Management, SIML, and the Records Center, as well as working to reactivate the State Historical Records Advisory Board. He also noted that Records Center statistics have returned to the Director's Report, adding that storage of paper at the Records Center is going down, likely because more agencies are going digital and keeping their records in-house.

2021-08-25-5: NEW BUSINESS

1. **Re-appointment of Tammy Glickman as designee for the Department of Administration:** The Oversight Committee on Public Records is in receipt of a letter from Rebecca Holwerda, Commissioner for the Department of Administration, re-appointing Tammy Glickman as her representative on the committee.
2. **Nomination and election of a new Vice-Chair:** The Chair read aloud the duties of the Vice Chair from the Oversight Committee Procedures for Election of Officers, then opened the floor to nominations. Luke Britt nominated Jacob Speer, who accepted. Hearing no further nominations, a vote was called; Jacob Speer was unanimously elected as Vice-Chair for the remainder of the year.
3. **Eliminating State Board of Accounts formal pre-meeting review and signature on records retention schedules:** Amy Robinson explained that this step of IARA's Oversight Committee workflow is redundant because schedules are also reviewed by SBOA's designee to OCPD, and often unnecessary because many schedules contain no fiscal content that might be subject to audit. State Board of Accounts designee Beth Kelley confirmed her agreement with this description and IARA's proposal to remove the step from the workflow.

After discussion determining specific workflow changes, the Chair called for a motion to approve

- (a) the removal of Section 3 on State Form 39443 (which contains the State Board of Accounts signature)
- (b) the addition of an ad hoc State Board of Accounts review to IARA's workflow if a retention schedule has audit language changes or adds something new that would be subject to audit.

The motion was made by Beth Kelley and seconded by Jerry Bonnet. Motion carried.

4. **Order of Business Change:** Amy Robinson explained that the traditional Order of Business for the OCPD meeting was reversed in 2019 to place New Business at the beginning of the meeting and Old Business at the end. Since New Business tends to be proposed at the end of the meeting when members have heard all reports, discussion of Old Business, and existing motions, she suggested returning it to that position.

A motion was made by Scott Uecker and seconded by Luke Britt to revise the OCPD agenda to have Old Business first and New Business second. Motion carried.

2021-08-25-6: RECORDS RETENTION AND DISPOSITION SCHEDULES (Action needed)

1. **General Retention Schedule for All State Government Agencies**

After explanation of changes to RS GRPER-5 and the creation of RS GRPER-15, a motion was made by Scott Uecker, seconded by Jake Speer, to adopt Schedule 1. Motion carried.

2. **Department of Health, Long Term Care**

A motion was made by Jerry Bonnet, seconded by Tamara Hemmerlein, to adopt Schedule 2. Motion carried.

2021-08-25-7: OLD BUSINESS

1. **Administrative Rule Progress – Proposed 60 IAC 5, text available in this month's Meeting Documents:** Deputy Director Claire Horton reported that the Rule addition, which would create a privacy committee to approve requests for access to medical records, is now posted on IARA's website and in the Indiana Register. The next step of the rulemaking process is a Public Hearing during September's OCPD meeting, at which time any citizen comments will be heard, then OCPD will formally approve the Rule.

IARA has worked with the Attorney General's office during the process, and Deputy Attorney General Claire Dyer was very helpful. This Rule change is in conjunction with a change to the Indiana Code last year which received little public attention; IARA expects that the outcome will be similar here.

2021-08-25-8: ADJOURNMENT

There being no further business before the Committee, a motion was made by Luke Britt, seconded by Scott Uecker, to adjourn the meeting at 10:30 a.m.