

MEETING MINUTES

August 31, 2022, 10: 00 a.m. Eastern Time

Indiana Archives and Records Administration

Meeting Location: IGC South Conference Center, Room D

MEETING OF THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS

2022-10-26-1: CALL TO ORDER

A meeting of the Oversight Committee on Public Records was held on Wednesday, October 26, 2022. The meeting was called to order by Vice-Chair Tamara Hemmerlein at 10:01 a.m.

A roll call was conducted to determine members present constituting a quorum: Jerry Bonnet (Designee for Holli Sullivan, Secretary of State), Jim Ehrenberg (Designee for Tracy Barnes, Chief Operating Officer, Office of Technology), Tamara Hemmerlein (Lay Member / Oversight Committee Vice-Chair), Chandler Lighty (Executive Director of the Indiana Archives and Records Administration / Oversight Committee Secretary), Michael Nossett (Governor's Designee), Scott Uecker (Professional Journalist / Lay Member).

Members absent: Luke Britt (Public Access Counselor), Tammy Glickman (designee for Rebecca Holwerda, Commissioner, Department of Administration), Beth Kelley (Designee for Paul Joyce, State Examiner, State Board of Accounts), Jacob Speer (Director of the Indiana State Library / Oversight Committee Chair).

IARA staff in attendance: Meaghan Fukunaga (Deputy Director, Records Management), Amy Robinson (Records Analyst), Anna Lucas (Electronic Records Archivist).

Guests: None.

2022-10-26-2: NEXT MEETING

The next meeting of the OCPR is scheduled to be held on Wednesday, November 30, 2022, at 10:00 a.m. in Indiana Government Center South, Conference Center Room D.

2022-10-26-3: PREVIOUS MEETING

A motion was made by Chandler Lighty, seconded by Jerry Bonnet, to approve the minutes of the last regular meeting of the OCPR held on Wednesday, August 31, 2022. Motion carried.

2022-10-26-4: 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). Ceding time back to the Committee, Chandler offered the Director's Report without commentary except to welcome IARA's new Electronic Records Archivist, Anna Lucas, to the team.

2022-10-26-5: OLD BUSINESS

1. **Re-adoption of 60 IAC 2:** The title has been changed during the re-adoption process to remove "*for Source Documents with a Retention Period of More Than Fifteen Years*" leaving it as simply *Microfilming Standards*. A motion was made by Jerry Bonnet, seconded by Scott Uecker to re-adopt 60 IAC 2. Motion carried.
2. **Public Access Request Portal:** Michael Nossett shared that INPRS will be the first test case, then the Governor's Office, then at least four more volunteer agencies. Jerry Bonnet asked where the portal will be accessed, and Michael explained that each participating agency will have a form on its website, rather than a single central location. He added that one goal will be to decrease the number of requests by pre-providing common answers to similar research topics as they are discovered.

2022-10-26-6: RECORDS RETENTION AND DISPOSITION SCHEDULES (Action needed)

1. None.

2022-10-26-7: NEW BUSINESS / DISCUSSION

1. None scheduled or introduced.

2022-10-26-8: ADJOURNMENT

There being no further business before the Committee, a motion was made by Chandler Lighty, seconded by Scott Uecker, to adjourn the meeting at 10:12 a.m. Motion carried.