

MEETING MINUTES

January 31, 2024, 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

2024-01-31-1: CALL TO ORDER

A meeting of the Oversight Committee on Public Records was held on Wednesday, January 31, 2024. The meeting was called to order by Chairperson Jake Speer at 10:01 a.m.

A roll call was conducted to determine members present constituting a quorum: 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), Chandler Lighty (Executive Director of the Indiana Archives and Records Administration / Oversight Committee Secretary), Michael Nossett (Designee for Governor Eric Holcomb, present by teleconference), Jacob Speer (Director of the Indiana State Library / Oversight Committee Chair), Scott Uecker (Professional Journalist / Lay Member).

Members absent: Jerry Bonnet (Designee for Diego Morales, Secretary of State), Jim Ehrenberg (Designee for Tracy Barnes, Chief Operating Officer, Office of Technology), Tamara Hemmerlein (Lay Member / Oversight Committee Vice-Chair), Amy Kippenbrock (Dubois County Clerk / County Commissions of Public Records Representative).

IARA staff in attendance: Amy Christiansen (County/Local Records Management Liaison), Meaghan Fukunaga (Assistant Director, Records and Information Management), Amy Robinson (State Agency Records Analyst), Madison Young (Records Analyst 3). **Guests:** None.

2024-01-31-2: NEXT MEETING

The next meeting of the OCPR is scheduled for Wednesday, February 28, at 10:00 a.m. in Indiana Government Center South, Conference Center Room 12.

2024-01-31-3: PREVIOUS MEETING

Motion by Tammy Glickman, seconded by Scott Uecker, to approve the minutes of the last regular meeting of the OCPR held on Wednesday, December 20, 2023. Motion carried.

2024-01-31-4: 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 Alderfer (Assistant Director, State Archives), Meaghan Fukunaga (Assistant Director, Records Management), Kim Hagerty (Director of the State Imaging and Microfilm Lab), and Samantha Putnam (Director of the State Records Center).

Points of interest presented to the Committee:

- Housekeeping information: Amy Robinson will be handing over the administrative duties for OCPR meetings to Madison Young.
- Data Privacy Officers: Tammy Glickman stated that for a long time, her own agency lacked one despite some divisions handling sensitive information, and the new assignment of an Officer for each agency is a good idea. Meaghan Fukunaga explained for the Committee that Management Performance Hub sponsored a valuable two-day training session for the new Data Privacy Officers, who were mostly General Counsels or IT Directors. MPH is also sponsoring certification for anyone who attended the full training. Information about future program developments has not been released yet, but a Microsoft Team has been provided as a discussion space for all of the DPOs.
- State Forms Repository, not mentioned in the Director's Report because it just happened: updates to the repository and catalog system that IARA has been working on with the Office of Technology have now gone live. The changes should make usage easier for both agencies and the public.

2024-01-31-5: OLD BUSINESS

1. **Public Access Request Portal:** Michael Nossett reported that progress continues on creating agency portals, with the Bureau of Motor Vehicles going up the previous week. Three or four large agencies and several smaller ones go live per month, and the project is well on track to reach its goal of having all state agencies live by the end of June.

2024-01-31-6: RECORDS RETENTION AND DISPOSITION SCHEDULES (Action needed)

1. Department of Administration / Public Works:

- a. **Discussion:** Tammy Glickman asked where she could find IDOA's retention schedules. More specifically, Glickman reviewed the Public Works retention schedule as it appears on IARA's website. Glickman was unsure whether it was the most recent version, because the format did not look the same as the OCPR review documents. Her question with regard to the revision up for approval in this meeting was what will *it* look like (online) and how would she know it's the most recent version? Glickman also asked how users could know, and trust that what IARA is providing is the correct and most recent information.

Assistant Director Fukunaga explained the procedure and timeline of entering approved record series information into AXAEM and how it affects the online search.

Glickman asked if a "Revised on" date existed or could be provided; Lighty pointed out that each schedule link on the State Agency Retention Schedules page has the year last updated noted beside it. Glickman clarified that her concern was the lack of a date on the document itself, separate from the website. Lighty said such a change could be requested from the system vendor and that he appreciates Glickman's feedback, because something he has always liked about state forms is that they all contain a revision year and number that immediately identifies which version a user is looking at.

Kelley noted that as an auditor, she would question what controls are in place to ensure that the process Fukunaga described is done; who checks after the upload to make sure it was completed correctly?

Fukunaga agreed that changing the process to make sure that someone other than the person who entered the data does quality control is a great idea. Kelley said that people should always be skeptical, but if you can say "This is a process and here is a check," that skepticism can be reduced.

Fukunaga added that after a schedule is approved, the records analyst does send the approved copy directly to the agency or division, usually before entry into AXAEM, so the agency staff will know that it is the most recent version and they can start using it immediately, which is frequently a priority.

Lighty thanked Glickman and Kelley for their feedback and assured OCPR that IARA and RIM would develop and implement controls.

- b. **Action:** motion to adopt the retention schedule by Tammy Glickman, seconded by Scott Uecker. Motion carried.

2. **Law Enforcement Academy:** motion to adopt by Luke Britt, seconded by Tammy Glickman. Motion carried.

2024-01-31-7: NEW BUSINESS / DISCUSSION

1. Election of Officers

- a. Tammy Glickman nominated Jake Speer to serve another term as Chair, seconded by Luke Britt. Motion carried.
- b. Tammy Glickman nominated Tamara Hemmerlein to serve another term as Assistant Chair, seconded by Scott Uecker. Motion carried.

2. Executive Order 24-2, Temporarily Postponing Certain Technology Requirements

Michael Nossett reported that the EO addresses a portion of House Enrolled Act 1623 that would require live webcasts of state agency rulemaking hearings to be streamed on the State of Indiana website. An initial attempt by the Office of Technology to provide this was unsuccessful, so in order to avoid delaying the rulemaking process while the technology is put in place, Governor Holcomb issued an Executive Order delaying the implementation of that part of the law.

The Act itself provides for this option, and IOT projects that the technology will be in place well before the several year timeframe for delay offered by the Act runs out. The State will be complying with the spirit of the law during this period, making sure that rulemaking hearings are broadcast in in a manner that allows public interaction, just not directly hosted on the State of Indiana website yet.

2024-01-31-8: ADJOURNMENT

There being no further business before the Committee, a motion was made by Tammy Glickman, seconded by Beth Kelley, to adjourn the meeting at 10:23 a.m. Motion carried.