

OVERSIGHT COMMITTEE ON PUBLIC RECORDS  
Regular Meeting July 16, 2008

08-7-16-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, July 16, 2008. The meeting was called to order by Chairperson Liz Keele, Designee for Todd Rokita, Secretary of State, at 1:37 p.m. in E418, Indiana Government Center South. Members present constituting a quorum: Pam Bennett, Director, Indiana Historical Bureau; Caroline Bradley, Designee for Gerry Weaver, Director, Indiana Office of Technology; Roberta Brooker, Director, Indiana State Library; Jim Corridan, Director & State Archivist, Indiana Commission on Public Records; John Jacob, Designee for Bruce Hartman, State Examiner, State Board of Accounts; Heather Neal, Public Access Counselor; Anita Samuel, Governor's Office. Members absent: Elizabeth Lerch, Designee for Carrie Henderson, Commissioner, Department of Administration; Nancy Turner, lay member. Commission staff in attendance: Larry Hummel and Amy Robinson, Records Management; Beverly Stiers, County and Local Government Records Management. Guests in attendance: Amy Miller, Public Access Counselor's Office; Joe Mulvey and Deborah Hepler, Indiana Housing and Community Development Authority; Kristen Kelley and Wade Lowhorn, Professional Licensing Agency.

08-7-16-02

NEXT MEETING

Liz Keele announced the next meeting would be held August 20, 2008 at 1:30 p.m. in E418, Indiana Government Center South.

08-7-16-03

PREVIOUS MEETING

Pam Bennett made a motion to approve the minutes of the June 18, 2008 meeting as submitted. John Jacob seconded. Motion carried.

08-7-16-04

OLD BUSINESS

1. FSSA Request for Waiver from OCPR Policy No. 06-01

Jim Corridan stated there was nothing to report today.

2. County/Local General Retention Schedule

Jim Corridan stated there was nothing to report today.

08-7-16-05

DIRECTOR'S REPORT

Jim Corridan reported the State Records Center is getting close to capacity, the State Archives is getting close to capacity, largely because of changes FSSA is making with the modernization process. There are tens of thousands of cubic feet of records being transferred in from county offices that are being closed, and so, interestingly enough in the 1970's and 1980's the counties were supposed to transfer all of their 1930 to 1960 welfare records to the State Archives so that we would have a history of what happened in Indiana as welfare began in the United States. Mr. Corridan stated some counties did and some counties could not find these records and now that they are actually having to move, we are getting all of these old welfare records coming in, which is good and we may have close to a

complete set. Mr. Corridan stated then all of the active and inactive case files are also being transferred to us, which is tens of thousands. Mr. Corridan stated actually he believes we have taken in about 120,000 cubic feet, which is about twice what the State Archives can handle, just the Archives, not the Records Center. Mr. Corridan stated all of this is putting pressure on the Archives and Records Center. Mr. Corridan stated we are half way through this FSSA process of getting these records from the counties. Mr. Corridan stated just to give the Committee an idea about this, Marion County and Lake County alone are more than 1,000 cubic feet of records for each county just in active case files. Mr. Corridan stated they are trying to put all of the active case files in one area, because FSSA has to search those records until those files become inactive and then get switched to another section of the warehouse. Mr. Corridan stated, however it is a good program and will all work out.

Jim Corridan reported that he is happy to announce that the State Historical Records Advisory Board received a \$20,000 grant from the Federal Government toward administrative purposes and also included in our grant request this year was to offer four (4) conferences and address the issues of preservation, disaster preparedness and other archivist types of training. Mr. Corridan stated these programs will be opened starting in the fall and this is actually the first time they have actually done training in the field sponsored by the Commission on Public Records.

Mr. Corridan stated we also received a different grant from the National Archives related to disaster preparedness and are actually the only state that got this special grant. Mr. Corridan stated that Indiana requested \$10,000 for floor and tornado relief from the National Archives and the grant was accepted and notification came in July, 2008.

08-7-16-06

**AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULES(S)**

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

1. BALL STATE UNIVERSITY.....6-02-08
2. HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY.....6-12-08  
All Divisions
3. DEPARTMENT OF TRANSPORTATION.....7-02-08  
Public Affairs
4. DEPARTMENT OF TRANSPORTATION.....7-02-08  
Deputy Director, Highway Operations
5. DEPARTMENT OF TRANSPORTATION.....7-02-08  
Deputy Director, Toll Facilities
6. DEPARTMENT OF TRANSPORTATION.....7-02-08  
Local Programs Assistance
7. DEPARTMENT OF TRANSPORTATION.....7-02-08  
Public Information Office

8. DEPARTMENT OF TRANSPORTATION.....7-02-08  
Computer Services
9. DEPARTMENT OF TRANSPORTATION.....7-02-08  
Deputy Director, Highway Administration Division
10. DEPARTMENT OF TRANSPORTATION.....7-02-08  
Employee Safety and Security
11. DEPARTMENT OF TRANSPORTATION.....7-02-08  
Roadside Development
12. PROFESSIONAL LICENSING AGENCY... ..7-02-08  
All Divisions

In regard to Schedule No. 1, Ball State University, there were no questions or comments. A motion was made by Caroline Bradley and seconded by Heather Neal to approve Schedule No. 1 as submitted. Motion carried.

In regard to Schedule No. 2, Housing and Community Development Authority, All Divisions, Amy Robinson introduced Joe Mulvey and Deborah Hepler from this Agency. There being no questions or comments, a motion was made by Pam Bennett and seconded by John Jacob to approve Schedule No. 2 as submitted. Motion carried.

In regard to Schedule No. 3, Department of Transportation, Public Affairs, there were no questions or comments. A motion was made by John Jacob and seconded by Pam Bennett to approve Schedule No. 3 as submitted. Motion carried.

In regard to Schedule No. 4, Department of Transportation, Deputy Director, Highway Operations, there were no questions or comments. A motion was made by Caroline Bradley and seconded by John Jacob to approve Schedule No. 4 as submitted. Motion carried.

In regard to Schedule No. 5, Department of Transportation, Deputy Director, Toll Facilities, there were no questions or comments. A motion was made by Pam Bennett and seconded by Heather Neal to approve Schedule No. 5 as submitted with the new record series number. Motion carried.

In regard to Schedule No. 6, Department of Transportation, Local Programs Assistance, there were no questions or comments. A motion was made by John Jacob and seconded by Caroline Bradley to approve Schedule No. 6 as submitted. Motion carried.

In regard to Schedule No. 7, Department of Transportation, Public Information Office, there were no questions or comments. A motion was made by Pam Bennett and seconded by Heather Neal to approve Schedule No. 7 as submitted. Motion carried.

In regard to Schedule No. 8, Department of Transportation, Computer Services, there were no questions or comments. A motion was made by Caroline Bradley and seconded by Pam Bennett to approve Schedule No. 8 as submitted. Motion carried.

In regard to Schedule No. 9, Department of Transportation, Deputy Director, Highway Administration Division, there were no questions or comments. A motion was made by John Jacob and seconded by Pam Bennett to approve Schedule No. 9 as submitted. Motion carried.

In regard to Schedule No. 10, Department of Transportation, Employee Safety and Security, there were no questions or comments. A motion was made by Pam Bennett and seconded by Caroline Bradley to approve Schedule No. 10 as submitted. Motion carried.

In regard to Schedule No. 11, Department of Transportation, Roadside Development, there were no questions or comments. A motion was made by Heather Neal and seconded by Anita Samuel to approve Schedule No. 11 as submitted. Motion carried.

In regard to Schedule No. 12, Professional Licensing Agency, All Divisions, Amy Robinson introduced Kristen Kelley and Wade Lowhorn from this Agency. Amy Robinson reported this was a great thing they have done, they have taken all of the 15 or so schedules and created one retention schedule. Caroline Bradley asked about Record Series 85-555, page 6 of 29, Curriculum Outlines and Revisions, was it intentional that the word nursing before the word board was deleted in the revision. Amy Robinson stated this was changed to be a broader record. Ms. Bradley stated that was her question because some of the other ones were more specific. Mr. Robinson stated this was changed so it would apply to all of the boards. There being no further questions or comments, a motion was made by Caroline Bradley and seconded by Pam Bennett to approve Schedule No. 12 as submitted. Motion carried.

08-7-16-07

#### NEW BUSINESS

Jim Corridan reported that the Micrographics Division of the Commission on Public Records produced over 10,000,000 images, including scanned and filmed, which is doubling what they did last year, which was a record last year. Mr. Corridan stated they have done a great job and the little bit of revenue that it generates will be used to purchase new equipment and items for the State Archives to help preservation of the State's records. Mr. Corridan stated the expectations this year will probably be close to 12,000,000 images, if not higher, because they are producing about a million images per month. Mr. Corridan stated 70% of those are actually microfilm images and 30% are scanned, so there has been a huge increase in microfilm, which is traditionally what they always tracked.

Jim Corridan reported he wanted it to be known that one of the early Archivists of the State, John Newman, is retiring and all the members of the Oversight Committee on Public Records are invited to a reception for him. This will be held Thursday, July 24, 2008 from 2:30 to 4:30 p.m. and he will have Bev Stiers forward the invitation to the members. Mr. Corridan stated after leaving the Commission on Public Records, he worked for the Supreme Court where he has worked ever since, coordinating all of the records of county courthouses and the Circuit Court Clerks. Mr. Corridan stated he has put in years and years of service and has been a strong advocate of saving records in Indiana for many, many years.

08-7-16-08

#### ADJOURNMENT

There being no further business, John Jacob moved that the meeting be adjourned. Pam Bennett seconded. Motion carried. Meeting adjourned at 1:53 p.m.