

OVERSIGHT COMMITTEE ON PUBLIC RECORDS

Regular Meeting March 20 2019

19-03-20-1

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held on Wednesday, March 20, 2019. The meeting was called to order by Chairman Tammy Glickman, Designee for Leslie Crane, Commissioner, Department of Administration, at 10:02a.m. in Conference Room 12, Indiana Government Center, South-First Floor.

Members present constituting a quorum: Luke Britt, Public Access Counselor; Samantha Chapman, Designee for Connie Lawson, Secretary of State; Doug Kowalski, Designee for Paul Joyce, State Examiner, State Board of Accounts; Chandler Lighty, Executive Director, Indiana Archives and Records Administration; Jacob Speer, Director, Indiana State Library.

Members absent: Cynthia Carrasco, Governor's Designee, Graig Lubsen, Designee for Dewand Neely, Chief Information Officer, Office of Technology

Guests: Cathy Weeks, Department of Agriculture; Cindy Herron, Finance Authority; Paul Krievins, Department of Health.

IARA staff in attendance: Marilyn Fernandez, Deputy Director; Amy Robinson, Records Management; Beverly Stiers, County and Local Government Records Management.

19-03-20-2

NEXT MEETING:

Tammy Glickman announced the next meeting will be held Wednesday, April 17, 2019 at 10:00 a.m. in Conference Room 12, Indiana Government Center, First Floor.

19-03-20-3

PREVIOUS MEETING

A motion was made by Samantha Chapman and seconded by Doug Kowalski to approve the minutes of the February 20, 2019 meeting. Motion carried.

19-03-20-4

NEW BUSINESS:

The following two policies were submitted for review and comment by the OCPR Committee:

1. Use of Records in the Indiana State Archives-Proposed revision of OCPR Policy 05-02
2. Electronic Meetings Policy draft – Proposed revision of OCPR Policy 14-01

Policy 1 State Form 48404 will be reviewed with regard to complete statute citation and removal of the Distribution line for multiple copies at the bottom of the page. A redraft will be submitted for review and possible vote at the next meeting.

Policy 2 Electronic Meeting Policy will be reviewed with regard to proper number to constitute a quorum, number of meetings a member must attend, roll call procedure for a vote when electronic means is employed, availability of video conferencing set up and inclusion of call-in number.

Tammy Glickman will review suggestions and submit a redraft for consideration at the next meeting.

Chandler Lighty also informed the OCPR Committee that two rules under 60 Indiana Administrative Code were up for re-adoption by December 2, 2019. The rules in question will be circulated to the Committee for comment starting with the next meeting.

19-03-20-05

DIRECTOR'S REPORT

Chandler Lighty submitted the Director's Report that was previously distributed to the OCPR Committee for review.

Additionally, Chandler Lighty shared photos with the Committee of water damage sustained at the Archives facility the previous Friday due to a problem with the HVAC system.

19-03-20-6

AGENCY REQUESTS- RECORDS RETENTION AND DISPOSITION SCHEDULES

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

1. DEPARTMENT OF AGRICULTURE/Agency wide schedule

A motion was made by Luke Britt and seconded by Doug Kowalski to adopt Schedule No. 1. Motion carried.

2. FINANCE AUTHORITY/Agency wide schedule

A motion was made by Jacob Speer and seconded by Samantha Chapman to adopt Schedule No. 2. Motion carried.

3. FINANCE AUTHORITY/Recreational Development Commission

A motion was made by Luke Britt and seconded by Doug Kowalski to adopt Schedule No. 3. Motion carried.

4. FINANCE AUTHORITY/State Office Building Commission

A motion was made by Doug Kowalski and seconded by Samantha Chapman to adopt Schedule No. 4. Motion carried.

5. FINANCE AUTHORITY/State Revolving Loan Fund A motion was made by Doug Kowalski and seconded by Jacob Speer to adopt Schedule No. 5.
Motion carried.

6. DEPARTMENT OF HEALTH/Center for Deaf and Hard of Hearing Education
A motion was made by Doug Kowalski and seconded by Jacob Speer to adopt Schedule No. 6.
Motion carried.

7. DEPARTMENT OF HEALTH/Indiana Lead and Healthy Homes
A motion was made by Luke Britt and seconded by Samantha Chapman to adopt Schedule No. 7. Motion carried.

8. DEPARTMENT OF HEALTH/Maternal and Child Health
A motion was made by Samantha Chapman and seconded by Doug Kowalski to adopt Schedule No. 8. Motion carried.

9. DEPARTMENT OF LABOR/Indiana Occupational Safety and Health Administration (IOSHA)
A motion was made by Jacob Speer and seconded by Luke Britt to adopt Schedule 9. Motion carried.

19-03-20-7

OLD BUSINESS

OCPR Vacancies – Three names have been suggested and submitted to the Governor's Office as possible candidates to fill vacancies on the OCPR Committee. An announcement by the Governor's Office to these appointments is anticipated in the near future.

19-03-20-8

ADJOURNMENT

There being no further business before the Committee, meeting adjourned at 10:25 a.m.