

NOTICE OF MEETING AND AGENDA

February 16, 2005, 1:30 P.M.

Indiana Commission on Public Records

Room E418, Indiana Government Center South

MEETING OF THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS

- I. CALL TO ORDER
- II. DATE OF NEXT MEETING (March 16, 2005)
- III. APPROVAL OF MINUTES (January 19th, 2005)
- IV. OLD BUSINESS
 - 1. PUBLICATION OF NONRULE POLICY DOCUMENTS
 - 2. RECORDS CENTER
- V. DIRECTOR'S REPORT
- VI. PUBLIC RECORDS REQUEST AND RECORDS RETENTION AND DISPOSITION (Action Needed)
 - 1. STATE DEPARTMENT OF HEALTH
 - Vital Records Division.....01/10/05
 - 2. DEPARTMENT OF WORKFORCE DEVELOPMENT
 - U.I. Tax Section.....01/27/05
- VII. NEW BUSINESS
- VIII. OCPR RECORDS MANAGEMENT TRAINING
- IX. MEETING ADJOURNMENT