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 NONRULUE 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