NOTICE OF MEETING AND AGENDA

February 15, 2006, 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 15, 2006)

III. APPROVAL OF MINUTES (December 21, 2005)

IV. OLD BUSINESS
   1. PUBLICATION OF NONRULE POLICY DOCUMENTS
   2. LEGISLATIVE UPDATES
   3. EMAIL RETENTION POLICY IMPLEMENTATION REVIEW
   4. RECORD CENTER FEE STRUCTURE PROPOSAL

V. DIRECTOR’S REPORT

VI. PUBLIC RECORDS REQUEST AND RECORDS RETENTION AND DISPOSITION (Action Needed)
   1. DEPARTMENT OF PUBLIC UTILITIES OF THE CITY OF INDIANAPOLIS D/B/A
      CITIZENS GAS & COKE UTILITY……………………………………..01/04/06
      All Divisions
   2. INDIANA DEPARTMENT OF REVENUE…………………………….01/20/06
      Motor Carrier Services Division
   3. FAMILY AND SOCIAL SERVICES ADMINISTRATION……………01/23/06
      Office of Medicaid Policy and Planning
   4. OFFICE OF UTILITY CONSUMER COUNSELOR…………………….01/26/06
   5. INDIANA STATE POLICE………………………………………………02/01/06
      Fiscal Division

VII. NEW BUSINESS
   1. ELECTION OF OFFICERS
   2. SCANNING STANDARDS FOR CREATING ELECTRONIC RECORDS

VIII. MEETING ADJOURNMENT