NOTICE OF MEETING AND AGENDA
December 15, 2010, 1:00 P.M.
Indiana Commission on Public Records
Room 401, Indiana State Library

MEETING OF THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS

I. CALL TO ORDER

II. DATE OF NEXT MEETING (January 19, 2011)

III. APPROVAL OF MINUTES (November 17, 2010)

IV. OLD BUSINESS
   1. State Department of Health, Medical Radiological Services Division Retention Schedule - Record Series 79-3660
   2. Secretary of State, All Divisions – Securities Division
   3. Alcohol and Tobacco Commission, All Divisions – Record Series 83-888, 83-889, 83-893

V. DIRECTOR’S REPORT

VI. RECORDS RETENTION AND DISPOSITION SCHEDULE(S) (Action Needed)
   1. COUNTY/LOCAL GENERAL RETENTION SCHEDULE (GEN) – GEN 10-44 and GEN 10-45
   2. DEPARTMENT OF CORRECTION
      All Facilities
   3. DEPARTMENT OF CORRECTION
      Plainfield
   4. DEPARTMENT OF CORRECTION
      State Prison
   5. DEPARTMENT OF CORRECTION
      Women’s Prison
   6. INDIANA COMMISSION ON PUBLIC RECORDS
      Records Management
   7. INDIANA COMMISSION ON PUBLIC RECORDS
      Indiana State Archives
   8. FAMILY AND SOCIAL SERVICES ADMINISTRATION
      Evansville State Hospital
   9. STATE STUDENT ASSISTANCE COMMISSION OF INDIANA
      Student Loan Division
  10. STATE DEPARTMENT OF HEALTH
      Vital Records

VII. NEW BUSINESS
    1. Election of Officers

VIII. MEETING ADJOURNMENT

Equal Opportunity Employer