NOTICE OF MEETING AND AGENDA
December 7, 2011, 1:30 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 18, 2012)

III. APPROVAL OF MINUTES (October 26, 2011)

IV. OLD BUSINESS

V. DIRECTOR’S REPORT

VI. RECORDS RETENTION AND DISPOSITION SCHEDULE(S) (Action Needed)
   1. DEPARTMENT OF CHILD SERVICES
      Child Support
   2. DEPARTMENT OF WORKFORCE DEVELOPMENT
      Adult Education
   3. COMMISSION ON PUBLIC RECORDS
      Records Management Division
   4. COMMISSION ON PUBLIC RECORDS
      Records Center
   5. COMMISSION ON PUBLIC RECORDS
      County/Local General Retention Schedule (GEN)

VII. NEW BUSINESS

VIII. MEETING ADJOURNMENT

Equal Opportunity Employer