

**NOTICE OF MEETING AND AGENDA**

**November 14, 2018, 10:00 A.M.**

Indiana Archives and Records Administration

Conference Room 3

Indiana Government Center South-First Floor

**MEETING OF THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS**

- I. CALL TO ORDER
- II. DATE OF NEXT MEETING (December 19, 2018)
- III. APPROVAL OF MINUTES (September 19, 2018)
- IV. NEW BUSINESS
- V. DIRECTOR'S REPORT
- VI. RECORDS RETENTION AND DISPOSITION SCHEDULE(S) (Action Needed)
  - 1. Lottery Commission, Agency-wide schedule
  - 2. Professional Licensing Agency, Agency-wide schedule
  - 3. Dept. of Revenue, Audit
  - 4. Dept. of Revenue, Finance
  - 5. Dept. of Revenue, Investigations
  - 6. Dept. of Revenue, Returns Processing
  - 7. Dept. of Revenue, Special Tax
  - 8. Dept. of Revenue, Tax Administration
  - 9. Dept. of Revenue, Taxpayer Advocate
  - 10. Dept. of Revenue, Taxpayer Contact
- VII. OLD BUSINESS
- VIII. MEETING ADJOURNMENT