

**NOTICE OF MEETING AND AGENDA
DECEMBER 2, 2020
Indiana Archives and Records Administration
Virtual Meeting – Microsoft Teams**

MEETING OF THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. DATE OF NEXT MEETING – Wednesday, January 27 @ 10am (virtual)**
- IV. APPROVAL OF MINUTES – October 28, 2020**
- V. DIRECTOR’S REPORT – Chandler Lighty, Executive Director**
- VI. NEW BUSINESS**
 - 1. OCPD Policy 02-01 Accession Policy of Indiana State Archives Collection Development Policy DRAFT**
 - 2. Election of Officers for 2021**
- VII. RECORDS RETENTION AND DISPOSITION SCHEDULES (Action needed)**
 - 1. Family and Social Services Administration/Disability and Rehabilitation Services (DDRS)/Child Development**
 - 2. Department of Workforce Development/Adult Education**
- VIII. OLD BUSINESS**
 - 60 IAC A Imaging Standards for Original Records**
 - 60 IAC B Management of Electronic Records**
- IX. MEETING ADJOURNMENT**

