

OVERSIGHT COMMITTEE ON PUBLIC RECORDS
Regular Meeting September 20, 2006

06-09-20-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, September 20, 2006. The meeting was called to order by Chairperson Liz Keele, Designee for Todd Rokita, Secretary of State, at 1:30 p.m. in E418, Indiana Government Center South. Members present constituting a quorum: Pam Bennett, Director, Indiana Historical Bureau; Roberta Brooker, Interim Director, Indiana State Library; Deanna Brunner, representing Chris Cotterill, Designee for Karl Browning, Director, Indiana Office of Technology; Jim Corridan, Director & State Archivist, Indiana Commission on Public Records; Karen Davis, Public Access Counselor; John Jacob, Designee for Bruce Hartman, State Examiner, State Board of Accounts; Kevin Ober, Designee for Carrie Henderson, Commissioner, Department of Administration; Anita Samuel, Governor's Office; and Nancy Turner, lay member. Commission staff in attendance: Larry Hummel and Amy Robinson, Records Management; Beverly Stiers, County and Local Records Management. Guests in attendance: Rudy Cansino, State Department of Health; Scott Huffman, Family and Social Services Administration; and Michael Obermeyer, Teachers' Retirement Fund.

06-09-20-02

NEXT MEETING

Liz Keele announced the next meeting would be held October 18, 2006 at 1:30 p.m. at the Records Center at 6400 E. 30th Street.

06-09-20-03

PREVIOUS MEETING

Pam Bennett moved approval of the minutes as presented of the August 16, 2006 meeting. Nancy Turner seconded. Motion carried.

06-09-20-04

OLD BUSINESS

None

06-09-20-05

DIRECTOR'S REPORT

Jim Corridan stated he has two (2) items to mention. ICPR has identified there are about 10,600 active record series in the State of Indiana and there are another 2,000 inactive. ICPR is striving to reduce that by at least half over the next four (4) years and ultimately get down to about 2,000 record series and allow most items to fall under the General Retention Schedule.

Mr. Corridan stated ICPR has been working with IOT and some of the staff here today to develop a mechanism to collect information on what personal information systems exist in State Government, both electronic and manual or paper. Mr. Corridan stated out of that process we will be able to identify, there is an Administrative Rule that requires the Oversight Committee to approve personal information systems collecting political or partisan and religious information at the State. Mr. Corridan stated when this process is complete, we will be able to identify who is doing that and request that they present a proposal so we can approve or deny their collection of that material and distribution of the material.

06-09-20-06

AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULES(S)

The Oversight Committee on Public Records took the following action regarding retention and disposition schedules.

1. CRIMINAL JUSTICE INSTITUTE.....08/14/06
2. STATE DEPARTMENT OF HEALTH.....08/14/06
Cancer Registry
3. FAMILY AND SOCIAL SERVICES ADMINISTRATION.....08/15/06
Division of Mental Health and Addiction
4. FAMILY AND SOCIAL SERVICES ADMINISTRATION.....08/16/06
“Indiana State Housing Board, Accounting Division”
5. FAMILY AND SOCIAL SERVICES ADMINISTRATION.....08/17/06
Division of Family Resources-County Offices
6. STATE DEPARTMENT OF HEALTH.....08/25/06
Environmental Lab Division
7. STATE DEPARTMENT OF HEALTH.....08/25/06
Microbiology Lab Division
8. TEACHERS’ RETIREMENT FUND.....08/28/06
All Divisions

In regard to Schedule No. 1, Criminal Justice Institute, there being no questions or comments, a motion was made by Pam Bennett and seconded by Kevin Ober to approve Schedule No. 1 as submitted. Motion carried.

In regard to Schedule No. 2, State Department of Health, Cancer Registry, Larry Hummel introduced Rudy Cansino, Records Coordinator for the State Department of Health. There being no questions or comments, a motion was made by Jim Corridan and seconded by Pam Bennett to approve Schedule No. 2 as submitted. Motion carried.

In regard to Schedule No. 3, Family and Social Services Administration, Division of Mental Health and Addiction, Amy Robinson introduced Scott Huffman from FSSA. There being no questions or comments, a motion was made by Nancy Turner and seconded by Pam Bennett to approve Schedule No. 3 as submitted. Motion carried.

In regard to Schedule No. 4, Family and Social Services Administration, Indiana State Housing Board, Accounting Division, there being no questions or comments, a motion was made by Pam Bennett and seconded by Karen Davis to approve Schedule No. 4 as submitted. Motion carried.

In regard to Schedule No. 5, Family and Social Services Administration, Division of Family Resources-County Offices, there being no questions or comments, a motion was made by Pam Bennett and seconded by Kevin Ober to approve Schedule No. 5 as submitted. Motion carried.

In regard to Schedule No. 6, State Department of Health, Environmental Lab Division, there being no questions or comments, a motion was made by Kevin Ober and seconded by Karen Davis to approve Schedule No. 6 as submitted. Motion carried.

In regard to Schedule No. 7, State Department of Health, Microbiology Lab Division, there being no questions or comments, a motion was made by Karen Davis and seconded by Anita Samuel to approve Schedule No. 7 as submitted. Motion carried.

In regard to Schedule No. 8, Teachers' Retirement Fund, All Divisions, Amy Robinson introduced Michael Obermeyer. There being no questions or comments, a motion was made by Kevin Ober, seconded by Pam Bennett, to approve Schedule No. 8 as submitted. Motion carried.

06-09-20-07

NEW BUSINESS

None

06-09-20-08

ADJOURNMENT

There being no further business, John Jacob moved that the meeting be adjourned. Nancy Turner seconded. Motion carried. Meeting adjourned at 1:43 p.m.