

OVERSIGHT COMMITTEE ON PUBLIC RECORDS
Regular Meeting October 18, 2006

06-10-18-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, October 18, 2006. The meeting was called to order by Chairperson Liz Keele, Designee for Todd Rokita, Secretary of State, at 1:40 p.m. at the Records Center, 6440 E. 30th Street. Members present constituting a quorum: Roberta Brooker, Interim Director, Indiana State Library; Jim Corridan, Director & State Archivist, Indiana Commission on Public Records; Chris Cotterill, Designee for Karl Browning, Director, Indiana Office of Technology; Karen Davis, Public Access Counselor; Kevin Ober, Designee for Carrie Henderson, Commissioner, Department of Administration. Members absent were: Pam Bennett, Director, Indiana Historical Bureau; John Jacob, Designee for Bruce Hartman, State Examiner, State Board of Accounts; Anita Samuel, Governor's Office; and Nancy Turner, lay member. Commission staff in attendance: Larry Hummel, 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.

06-10-18-02

NEXT MEETING

Liz Keele announced the next meeting would be held November 15, 2006 at 1:30 p.m. in E418, Indiana Government Center South.

06-10-18-03

PREVIOUS MEETING

Kevin Ober moved approval of the minutes as presented of the September 20, 2006 meeting. Chris Cotterill seconded. Motion carried.

06-10-18-04

OLD BUSINESS

None

06-10-18-05

DIRECTOR'S REPORT

Jim Corridan thanked everyone for coming to the Records Center and State Archives for the meeting, and stated after the meeting a tour will be conducted for those interested, and talk about what is here now and where we are headed. Mr. Corridan stated the Department of Administration is working with ICPR to add some new items to the building to help ICPR better handle State records, and ICPR appreciates the partnership with DOA.

Mr. Corridan stated there have been some changes made. Forms Distribution is now part of the Commission on Public Records and is in the back of the building. Mr. Corridan stated the group will walk through the Archives stacks. Roberta Brooker asked if there was any chance of getting a new building, short of a miracle, would this building be kept. Mr. Corridan stated the Records Center would probably stay in its current location because it would cost too much to move it downtown. Mr. Corridan stated this is a good records center facility.

Mr. Corridan stated the probe reports for ICPR have been submitted and Micrographics came back as adequate. The remainder of our programs were deemed ineffective. We responded to the probe reports and we did ask for additional monies this year for certain programs through our budget which

included staffing and equipment for upgrading shredding of confidential records and strengthening of the Local and County Records Program with two (2) additional staff people being added to that to strengthen that program. Mr. Corridan stated so much of what we do is service based that it is difficult to quantify the quality of service. Records Management and the Retention Schedules – we are moving to a red, yellow, green reporting system where we can identify those Agencies that are fully in compliance with the Retention Schedules, those Agencies that are trying to comply, and the Agencies that are not doing much at all. Mr. Cotterill asked what the target date for implementation was and Mr. Corridan stated the first report for State Agencies would be released in June 2007; County governments would be in March, 2007.

06-10-18-06

AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULES(S)

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

1. STATE DEPARTMENT OF HEALTH
Indoor Air and Radiological Health.....09/27/06

2. STATE DEPARTMENT OF HEALTH..... 09/27/06
Environmental Lab Division

In regard to Schedule No. 1, State Department of Health, Indoor Air and Radiological Health, 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 Karen Davis to approve Schedule No. 1 as submitted. Motion carried.

In regard to Schedule No. 2, State Department of Health, Environmental Lab Division, Jim Corridan stated that he would like to move that the Committee substitute this proposed Schedule with the one distributed today. Mr. Corridan stated the original Retention Schedule sent in the packet added five (5) additional Record Series and yet almost all of the information is the same for all of them, such as length of time the items are stored, description, and citations; the only difference was the title of each item. Mr. Corridan stated because of that, we have pulled all five new items into No. 18 on the handout just distributed, which basically combines all of this into one particular Record Series number. Larry Hummel stated he called Mr. Cansino who checked with the Environmental Lab Division Director, and they agreed to the change. Mr. Corridan stated Item No. 18 on the handout replaces Items No. 18 through 22 on the original version in the Radiochemistry Section, pages 6 and 7. Mr. Corridan stated the purpose is to reduce the number of Record Series items, not create more. A motion was made by Chris Cotterill and seconded by Kevin Ober to approve Schedule No. 2 as amended by the handout submitted. Motion carried.

06-10-18-07

NEW BUSINESS

Jim Corridan announced that it was Chris Cotterill's 30th birthday today and everyone extended their congratulations to him.

06-10-18-08

ADJOURNMENT

There being no further business, Kevin Ober moved that the meeting be adjourned. Karen Davis seconded. Motion carried. Meeting adjourned at 1:49 p.m.