

OVERSIGHT COMMITTEE ON PUBLIC RECORDS
Regular Meeting July 17, 2007

07-07-17-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, July 17, 2007. The meeting was called to order by Chairperson Liz Keele, Designee for Todd Rokita, Secretary of State, at 1:32 p.m. in E418, Indiana Government Center South. Members present constituting a quorum: Elizabeth Barrett, Designee for Carrie Henderson, Commissioner, Department of Administration; Pam Bennett, Director, Indiana Historical Bureau; Roberta Brooker, Interim Director, Indiana State Library; Jim Corridan, Director & State Archivist, Indiana Commission on Public Records; Chris Cotterill, Designee for Gerry Weaver, Director, Indiana Office of Technology; John Jacob, Designee for Bruce Hartman, State Examiner, State Board of Accounts; Heather Neal, Public Access Counselor; Nancy Turner, lay member. Members absent: Anita Samuel, Governor's Office. Commission staff in attendance: Jeff Roeder, Deputy Director, Commission on Public Records; Larry Hummel and Amy Robinson, Records Management; Beverly Stiers, County and Local Records Management. Guests in attendance: Sandy Hammack-Riczo and Ron Gibson, Department of Administration; Scott Huffman, Family and Social Services Administration; Caroline Bradley, Indiana Office of Technology; Erin Peters, Indiana Utility Regulatory Commission.

07-07-17-02

NEXT MEETING

Liz Keele announced the next meeting would be held August 15, 2007 at 1:30 p.m. in E418, Indiana Government Center South.

07-07-17-03

PREVIOUS MEETING

Pam Bennett moved approval of the minutes of the June 20, 2007 meeting as presented. Nancy Turner seconded. Motion carried.

07-07-17-04

OLD BUSINESS

None

07-07-17-05

DIRECTOR'S REPORT

Jim Corridan reported in addition to the report filed in writing, today the Commission on Public Records held a Records Coordinator meeting, which they hope to make an annual event. During this meeting, four (4) major categories of changes that were happening across State Government in regard to records were discussed: 1. Initiative to reduce number of records series by about half or more; 2. Consolidate similar record series; 3. Combine redundant record series; and 4. Eliminate outdated record series. Mr. Corridan stated that goal should be able to be met or even exceed it within the next couple of years and asked the Records Coordinators at the meeting today to help us get that done. Mr. Corridan stated they also talked about the policy that the Oversight Committee approved several months ago authorizing the scanning of State records that are retained for less than 10 years and explained that to them clearly so they understand the policy. Mr. Corridan stated they talked about a critical records program, because the Commission has statutory authority and has had for some 30 years to develop a critical records program identifying what records in State government are considered critical for the reestablishment of government should there be some kind of man-made or natural disaster, and having a backup system, whether it be electronic or paper records, an off-site repository storage vault, etc. Mr. Corridan stated the first piece of this is to identify all those records considered critical for the reestablishment of government, like vital records for health, or criminal records related to sentencing issues, so we know₁

who has been sent to prison, when they can be released, those kinds of records. Mr. Corridan stated they are working in that direction and creating two (2) task forces, one is for State Government Agencies and the other one is for county and local government, which also faces the same issues. Mr. Corridan stated if a courthouse gets wiped out, fire, flood, whatever, there are lot of records there as far as property records, vital records, etc. Mr. Corridan stated they are moving forward after 30 years on that initiative.

Mr. Corridan then stated the last thing to discuss today are changes at the State Records Center. Mr. Corridan stated they are allowing people to submit transmittal forms for the State Archives and State Records Center electronically. Mr. Corridan stated up until this point, it has all been done by paper and interoffice mail back and forth to the Records Center, so they are going to try and streamline that process. Mr. Corridan stated that form does exist to be filled out electronically, so they will now allow Agencies to send that through email, so there will be same day delivery and they can respond back if there are any problems, and this will speed up the whole process. Mr. Corridan stated this will probably cut a week or two off the process as it is now.

Mr. Corridan reported that the Oversight Committee was notified about nine (9) months ago that the Commission on Public Records was looking at the possibility of allowing the Commission, after sending out the destruction notices and not receiving a response back, to then go forward and destroy the records. Mr. Corridan stated they announced today to the Records Coordinators that if after six (6) weeks we have not heard back from them that we will proceed with the destruction of records. Mr. Corridan stated they were told if they had not notified us that something was being set aside for litigation or whatever, the statute allows the Commission to do this and we may take advantage of the fact that we are going to destroy those records. However, Mr. Corridan told the Oversight Committee that he does not know if we are really going to do that, but we can and we may.

Jim Corridan then welcomed Heather Neal back to the Oversight Committee on Public Records. Mr. Corridan stated she formerly was Chairperson of this Committee and is now the new Public Access Counselor. Liz Keele stated Ms. Neal was her mentor at the Secretary of State's office.

07-07-17-06

AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULES(S)

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

1. FAMILY AND SOCIAL SERVICES ADMINISTRATION.....06-08-07
Human Resources Division
2. FAMILY AND SOCIAL SERVICES ADMINISTRATION.....06-08-07
DDRS/Muscatatuck State Developmental Facility
3. INDIANA UTILITY REGULATORY COMMISSION.....06-13-07
All Divisions
4. DEPARTMENT OF WORKFORCE DEVELOPMENT.....06-27-07
All Divisions
5. INDIANA OFFICE OF TECHNOLOGY.....06-22-07
All Divisions
6. DEPARTMENT OF ADMINISTRATION.....06-26-07
Operations Division-Access Control Office

In regard to Schedule No. 1, Family and Social Services Administration, Human Resources Division, Amy Robinson stated that Scott Huffman was present from this Agency. There being no questions or comments, a motion was made by Jim Corridan and seconded by Pam Bennett to approve Schedule No. 1 as submitted. Motion carried.

In regard to Schedule No. 2, Family and Social Services Administration, DDRS/Muscatatuck State Developmental Facility, there were no questions or comments. A motion was made by Pam Bennett and seconded by John Jacob to approve Schedule No. 2 as submitted. Motion carried.

In regard to Schedule No. 3, Indiana Utility Regulatory Commission, All Divisions, there were 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, Department of Workforce Development, All Divisions, there were no questions or comments. A motion was made by Jim Corridan and seconded by John Jacob to approve Schedule No. 4 as submitted. Motion carried.

In regard to Schedule No. 5, Indiana Office of Technology, All Divisions, Jim Corridan stated this is a combination of the old DOIT and the new things that have been added to it. Caroline Bradley from the Office of Technology stated actually it is Access Indiana and Intelenet and Amy Robinson stated it was IDOA Information Services Division also. There being no further questions or comments, a motion was made by Pam Bennett and seconded by Elizabeth Barrett to approve Schedule No. 5 as submitted. Motion carried.

In regard to Schedule No. 6, Department of Administration, Operations Division-Access Control Office, Larry Hummel stated there were two (2) guests from the Department of Administration, Sandy Riczo, Information Coordinator, and Ron Gibson, from the Access Control Office. Elizabeth Barrett stated she had a question – how do we know when the employees leave the Legislative Branch, because it states in the description on Item No. 2 to destroy three (3) years after the employee has left employment with the Legislative Branch. Mr. Gibson stated their badge is returned to the Access Control Office. Chris Cotterill stated what this is about is are there any controls for a card that has not been used for 90-180 days or do you leave it on for six (6) years if someone does not show up. Mr. Gibson stated there are expirations on all of them. Employee cards expire in 2010, but there is no provision for any other sort of expiration unless, if they are on disability leave, then the card would be deactivated until they return. There being no further questions or comments, a motion was made by Elizabeth Barrett and seconded by Chris Cotterill to approve Schedule No. 6 as submitted. Motion carried.

07-07-17-07

NEW BUSINESS

Election of Vice-Chairman – Pam Bennett nominated Elizabeth Barrett for Vice-Chairman, seconded by Chris Cotterill. Nancy Turner moved that nominations be closed, seconded by John Jacob. Motion carried. Pam Bennett moved that Elizabeth Barrett be voted in by acclamation, seconded by Chris Cotterill. Motion carried.

07-07-17-08

ADJOURNMENT

There being no further business, Jim Corridan moved that the meeting be adjourned. Pam Bennett seconded. Motion carried. Meeting adjourned at 1:45 p.m.