

OVERSIGHT COMMITTEE ON PUBLIC RECORDS
Regular Meeting November 25, 2008

08-11-25-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Tuesday, November 25, 2008. 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: Caroline Bradley, Designee for Gerry Weaver, Director, Indiana Office of Technology; Roberta Brooker, Director, Indiana State Library; Jim Corridan, Director & State Archivist, Indiana Commission on Public Records; John Jacob, Designee for Bruce Hartman, State Examiner, State Board of Accounts; Elizabeth Lerch, Designee for Carrie Henderson, Commissioner, Department of Administration; Amy Miller for Heather Neal, Public Access Counselor. Members absent: Pam Bennett, Director, Indiana Historical Bureau; Anita Samuel, Governor's Office; Nancy Turner, lay member. Commission staff in attendance: Larry Hummel and Amy Robinson, Records Management; Beverly Stiers, County and Local Government Records Management. Guests in attendance: Rudy Cansino and Edward M. Bloom, Indiana State Department of Health; Melissa Farrington, Indiana Department of Environmental Management; Scott Huffman, Family and Social Services Administration; Elizabeth McGrath, Bureau of Motor Vehicles, Cindy Thompson, Hoosier Lottery.

08-11-25-02

NEXT MEETING

Liz Keele announced the next meeting would be held December 17, 2008 at 1:30 p.m. in E418, Indiana Government Center South.

08-11-25-03

PREVIOUS MEETING

Caroline Bradley stated the Call to Order and Roll listed Amy Miller covering for Heather Neal, but Heather Neal is listed as seconding some motions later on in the minutes. It was determined that Heather Neal was present at the October 15, 2008 meeting. Caroline Bradley made a motion to approve the minutes of the October 15, 2008 meeting as amended. Elizabeth Lerch seconded. Motion carried.

08-11-25-04

OLD BUSINESS

1. FSSA Request for Waiver from OCPR Policy No. 06-01
Jim Corridan stated there was nothing to report today.
2. County/Local General Retention Schedule
Jim Corridan stated there was nothing to report today.
3. Readoption of 60 IAC 1.1-1 – Beverly Stiers stated she talked to Steve Barnes, Indiana General Assembly, to make sure we had enough time from the date of publication of the Readoption Rule in the Indiana Register until we had our meeting. Mr. Barnes told Ms. Stiers that for a readoption without changes, there is no hearing required. Mr. Barnes stated we now needed to burn this final adoption on a CD and send this along with a signature page for Liz Keele and deliver to the Indiana General Assembly by December 2, 2008. Caroline Bradley stated she would help us with this.

08-11-25-05
DIRECTOR'S REPORT

Jim Corridan stated there was nothing to report other than the written report sent with the packets.

08-11-25-06

AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULES(S)

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

1. INDIANA FINANCE AUTHORITY..... 10-15-08
Main Agency Schedule
2. BUREAU OF MOTOR VEHICLES.....10-27-08
Abandoned Vehicles Division
3. BUREAU OF MOTOR VEHICLES.....10-27-08
Branch Operations & Bureau of Motor Vehicles Commission
4. BUREAU OF MOTOR VEHICLES.....10-27-08
Commissioner's Office
5. BUREAU OF MOTOR VEHICLES.....10-27-08
Defensive Driving
6. BUREAU OF MOTOR VEHICLES.....10-27-08
Driver Services
7. BUREAU OF MOTOR VEHICLES.....10-27-08
Human Resources
8. BUREAU OF MOTOR VEHICLES.....10-27-08
Mail Room
9. BUREAU OF MOTOR VEHICLES.10-27-08
Security and Investigations Division
10. BUREAU OF MOTOR VEHICLES.....10-27-08
Special Sales
11. BUREAU OF MOTOR VEHICLES.....10-27-08
Vehicle Services and Fulfillment
12. STATE LOTTERY COMMISSION.....10-27-08
Marketing and Security Divisions
13. STATE DEPARTMENT OF HEALTH.....10-27-08
Maternal and Child Health Program

- 14. STATE DEPARTMENT OF HEALTH.....10-27-08
Children with Special Health Care Services Program
- 15. STATE DEPARTMENT OF HEALTH.....10-27-08
Oral Health Program
- 16. INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT.....10-28-08
Office of Air Quality
- 17. INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT.....10-28-08
Office of Water Quality
- 18. DEPARTMENT OF EDUCATION.....11-12-08
Educator Licensing and Development

In regard to Schedule No. 1, Indiana Finance Authority, there were no questions or comments. A motion was made by Elizabeth Lerch and seconded by Caroline Bradley to approve Schedule No. 1 as submitted. Motion carried.

In regard to Schedule No. 2, Bureau of Motor Vehicles, Abandoned Vehicles Division, Amy Robinson introduced Elizabeth McGrath from this Agency. There being no questions or comments, a motion was made by Jim Corridan and seconded by Elizabeth Lerch to approve Schedule No. 2 as submitted. Motion carried.

In regard to Schedule No. 3, Bureau of Motor Vehicles, Branch Operations and Bureau of Motor Vehicles Commission, there were no questions or comments. A motion was made by Caroline Bradley and seconded by John Jacob to approve Schedule No. 3 as submitted. Motion carried.

In regard to Schedule No. 4, Bureau of Motor Vehicles, Commissioner’s Office, Amy Robinson distributed a new last page to Schedule No. 11 which shows the transfer of Record Series No. 81-213, Personalized Plates Printout from the BMV/Commissioner’s Office retention schedule to Schedule No. 11. There being no further questions or comments, a motion was made by Jim Corridan and seconded by Caroline Bradley to approve Schedule No. 4 as submitted. Motion carried.

In regard to Schedule No. 5, Bureau of Motor Vehicles, Defensive Driving, there were no questions or comments. A motion was made by Elizabeth Lerch and seconded by John Jacob to approve Schedule No. 5 as submitted. Motion carried.

In regard to Schedule No. 6, Bureau of Motor Vehicles, Driver Services, Caroline Bradley stated there is a typo error in this schedule regarding the amendment of Record Series 95-11, which should say 97-11, on page 2 of 2. Amy Robinson stated this is correct, and this will not be an issue with the final copy, which will be changed. There being no further questions or comments, a motion was made by Caroline Bradley and seconded by Jim Corridan to approve Schedule 6 as amended.

In regard to Schedule No. 7, Bureau of Motor Vehicles, Human Resources, there were no questions or comments. A motion was made by John Jacob and seconded by Elizabeth Lerch to approve Schedule No. 7 as submitted. Motion carried.

In regard to Schedule No. 8, Bureau of Motor Vehicles, Mail Room, there were no questions or comments. A motion was made by Caroline Bradley and seconded by John Jacob to approve Schedule No. 8 as submitted. Motion carried.

In regard to Schedule No. 9, Bureau of Motor Vehicles, Security and Investigations Division, there were no questions or comments. A motion was made by Jim Corridan and seconded by Elizabeth Lerch to approve Schedule No. 9 as submitted. Motion carried.

In regard to Schedule No. 10, Bureau of Motor Vehicles, Special Sales, there were no questions or comments. A motion was made by John Jacob and seconded by Elizabeth Lerch to approve Schedule No. 10 as submitted. Motion carried.

In regard to Schedule No. 11, Bureau of Motor Vehicles, Vehicle Services and Fulfillment, Amy Robinson distributed a new last page which shows the transfer of Record Series No. 81-213, Personalized Plates Printout from the BMV/Commissioner's Office retention schedule to this one. There being no further questions or comments, a motion was made by Elizabeth Lerch and seconded by Caroline Bradley to approve Schedule No. 11 as amended. Motion carried.

In regard to Schedule No. 12, State Lottery Commission, Marketing and Security Divisions, Larry Hummel introduced Cindy Thompson from this Agency. There being no questions or comments, a motion was made by Elizabeth Lerch and seconded by Jim Corridan to approve Schedule No. 12 as submitted. Motion carried.

In regard to Schedule No. 13, State Department of Health, Maternal and Child Health Program, Larry Hummel introduced Rudy Cansino and Edward M. Bloom from this Agency. There being no questions or comments, a motion was made by Caroline Bradley and seconded by John Jacob to approve Schedule No. 13 as submitted. Motion carried.

In regard to Schedule No. 14, State Department of Health, Children with Special Health Care Services Program, there were no questions or comments. A motion was made by Jim Corridan and seconded by Elizabeth Lerch to approve Schedule No. 14 as submitted. Motion carried.

In regard to Schedule No. 15, State Department of Health, Oral Health Program, there were no questions or comments. A motion was made by John Jacob and seconded by Elizabeth Lerch to approve Schedule No. 15 as submitted. Motion carried.

In regard to Schedule No. 16, Indiana Department of Environmental Management, Office of Air Quality, Amy Robinson introduced Melissa Farrington from this Agency. There being no questions or comments, a motion was made by Elizabeth Lerch and seconded by Caroline Bradley to approve Schedule No. 16 as submitted. Motion carried.

In regard to Schedule No. 17, Indiana Department of Environmental Management, Office of Water Quality, there were no questions or comments. A motion was made by Caroline Bradley and seconded by Elizabeth Lerch to approve Schedule No. 17 as submitted. Motion carried.

In regard to Schedule No. 18, Department of Education, Educator Licensing and Development, there were no questions or comments. A motion was made by John Jacob and seconded by Caroline Bradley to approve Schedule No. 18 as submitted. Motion carried.

08-11-25-07
NEW BUSINESS
None

08-11-25-08
ADJOURNMENT

There being no further business, Caroline Bradley moved that the meeting be adjourned. John Jacob seconded. Motion carried. Meeting adjourned at 1:50 p.m.