

OVERSIGHT COMMITTEE ON PUBLIC RECORDS  
Regular Meeting February 18, 2009

09-02-18-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, February 18, 2009. The meeting was called to order by Chairperson Liz Keele, Designee for Todd Rokita, Secretary of State, at 1:00 p.m. in E418, Indiana Government Center South. Members present constituting a quorum: Pam Bennett, Director, Indiana Historical Bureau; 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; Sebastian Smelko, Governor's Office; Nancy Turner, lay member. Members absent: Elizabeth Lerch, Designee for Mark W. Everson, Commissioner, Department of Administration; Amy Miller for Heather Neal, Public Access Counselor. Commission staff in attendance: Larry Hummel and Amy Robinson, Records Management; Beverly Stiers, County and Local Government Records Management. Guests in attendance: Rudy Cansino, State Department of Health; Charity Flores and Michele Walker, Department of Education.

09-02-18-02

NEXT MEETING

Liz Keele announced the next meeting would be held March 18, 2009 at 1:00 p.m. in E418, Indiana Government Center South.

09-02-18-03

PREVIOUS MEETING

Caroline Bradley made a motion to approve the minutes of the December 17, 2008 meeting as submitted. Pam Bennett seconded. Motion carried.

09-02-18-04

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.

09-02-18-05

DIRECTOR'S REPORT

Jim Corridan reported the Records Center has been working closely with the Department of Administration to reallocate space at the 30<sup>th</sup> Street warehouse. The Bureau of Motor Vehicles is giving up some of their storage space in the back part of that building which has the high ceilings and, therefore, lots of rack space. ICPR is out of space for record storage. Mr. Corridan stated they are also building two (2) additional rack spaces in their existing space and anticipate it being around 40,000 boxes worth of space, and that is their goal at least at this point. Mr. Corridan stated that is being done largely to accommodate in the future FSSA eligibility realignment should it happen, so they are prepared to accept the thousands and thousands of boxes that we would receive.

Jim Corridan then reported that the Micrographics Division has done an outstanding job and they have broken records miraculously. Mr. Corridan stated as far as images filmed they are way ahead

of where they have been in the past. Mr. Corridan stated they used to produce about 2 ½ million images per year and now are doing about that amount per month so there has been a tremendous increases and it is not so much just the microfilming but the scanning of documents in the microfilm area which has generated some income so they can actually operate under the financial pressures due to the State budget problems.

Jim Corridan stated thanks to the work of the Records Management Division you may remember about a year and a half ago the Commission made a goal for metrics to reduce the number of record retention series by 50%. Mr. Corridan stated they started at around 10,600 and they are now at 7,000, so they have cut over 3,000 record series, which is a tremendous achievement.

09-02-18-06

**AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULES(S)**

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

1. INDIANA STATE POLICE.....12-09-08  
Administration Division
2. COMMISSION ON PUBLIC RECORDS.....12-08-08  
Records Center
3. STATE DEPARTMENT OF HEALTH.....12-19-08  
Environmental Public Health Division
4. STATE DEPARTMENT OF HEALTH.....12-19-08  
Health Care Engineering Division
5. DEPARTMENT OF TRANSPORTATION.....12-29-08  
Local Programs Division
6. DEPARTMENT OF TRANSPORTATION.....01-13-09  
Office of Traffic Safety
7. DEPARTMENT OF EDUCATION.....01-16-09  
Center for Accreditation, Assessment and Learning

In regard to Schedule No. 1, Indiana State Police, Administration Division, Caroline Bradley had a question, on page 7 there are two (2) items scheduled for deletion and both items have a 99 year retention, so it seems like if we have records that were being retained for 99 years and copies have not been destroyed, so she was wondering if they moved to a different retention schedule. Amy Robinson stated they have been moved to a different schedule and the information is still there, and Jim Corridan stated they are now electronic. Amy Robinson stated both of these categories, Master File and Audit Reports, were supplementary records that were 99 years only because they supplemented Record Series 85-118. There being no further questions or comments, a motion was made by Pam Bennett and seconded by John Jacob to approve Schedule No. 1 as submitted. Motion carried.

In regard to Schedule No. 2, Commission on Public Records, Records Center, Larry Hummel stated these records have been at the Records Center for a few years, are taking up space, and there is not a valid reason to maintain them. Since these records are beyond the statutory time they can be

destroyed, he submitted this one-time request for records disposition. There being no further questions or comments, a motion was made by Caroline Bradley and seconded by Nancy Turner to approve Schedule No. 2 as submitted. Motion carried.

In regard to Schedule No. 3, State Department of Health, Environmental Public Health Division, Caroline Bradley had a question on this on page 3 there is the same record description on Item 11, Proposed Weekly Itineraries as well as Schedule No. 4, Health Care Engineering Division. Mr. Corridan stated they will look at this again and bring it back next month with a correction if needed. Mr. Corridan stated we wanted to make sure they do not violate a rule or law by destroying something without permission. Mr. Corridan then stated for clarity's sake he would like to make a motion to table Item No. 11 from Schedule No. 3 until the next meeting for staff to come back with official information as requested by the OCPR Committee, seconded by Pam Bennett. Motion carried.

In regard to Schedule No. 4, State Department of Health, Health Care Engineering Division, Caroline Bradley made a motion to approve Item No. 2 on this Schedule, seconded by Pam Bennett. Motion carried. Jim Corridan made a motion to table Item No. 1 from Schedule No. 4 until the next meeting or staff to come back with official information as requested by the OCPR Committee, seconded by Caroline Bradley. Motion carried.

In regard to Schedule No. 5, Department of Transportation, Local Programs Division, there were no questions or comments. Larry Hummel stated this was a combination of several smaller original revisions from INDOT, deleting quite a few obsolete items and many in the General Retention Schedule. A motion was made by Jim Corridan and seconded by Pam Bennett to approve Schedule No. 5 as submitted. Motion carried.

In regard to Schedule No. 6, Department of Transportation, Office of Traffic Safety, there were no questions or comments. Larry Hummel stated this is an organization change and is now transferred to the Office of Traffic Safety and is acceptable to them. A motion was made by John Jacob and seconded by Pam Bennett to approve Schedule 6 as submitted. Motion carried.

In regard to Schedule No. 7, Department of Education, Center for Accreditation, Assessment and Learning Division, Larry Hummel introduced Charity Flores and Michele Walker from the Department of Education. There being no questions or comments, a motion was made by Caroline Bradley and seconded by Nancy Turner to approve Schedule No. 7 as submitted. Motion carried.

09-02-18-07

#### NEW BUSINESS

Election of Officers – Liz Keele stated since a quorum was present election of officers will be held. Ms. Keele stated she will open nominations for each office, Chair and Vice Chair. John Jacob nominated Heather Neal for Chairperson, Pam Bennett seconded. Motion carried. Pam Bennett nominated Elizabeth Lerch for Vice Chairperson, seconded by John Jacob. Motion carried.

Jim Corridan thanked Liz Keele on behalf of the Committee for her years of service as Chairperson, and Ms. Keele stated it was her absolute pleasure.

09-02-18-08

#### ADJOURNMENT

There being no further business, Pam Bennett moved that the meeting be adjourned. Nancy Turner seconded. Motion carried. Meeting adjourned at 1:27 p.m.