

OVERSIGHT COMMITTEE ON PUBLIC RECORDS
Regular Meeting July 28, 2009

09-7-28-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, July 28, 2009. Heather Neal stated that notice of the meeting was provided more than 48 hours in advance of this meeting excluding Saturdays, Sundays and holidays pursuant to the Open Door Law. The meeting was called to order by Chairperson Heather Neal, Public Access Counselor, at 1:30 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; Liz Keele, Designee for Todd Rokita, Secretary of State; Elizabeth Lerch, Designee for Mark W. Everson, Commissioner, Department of Administration. Members absent: Anita Samuel, Governor's Office; Nancy Turner, lay member. Commission staff in attendance: Chuck McLean, Deputy Director; Larry Hummel, Records Management; Beverly Stiers, County and Local Government Records Management. Guests in attendance: Rudy Cansino, State Department of Health; Scott Huffman, Family and Social Services Administration; Michael Sturm, Department of Child Services; Amy Miller, Office of the Public Access Counselor.

09-07-28-02

NEXT MEETING

Heather Neal announced the next meeting would be held August 19, 2009 at 1:30 p.m. in E418, Indiana Government Center South.

09-07-28-03

PREVIOUS MEETING

Liz Keele made a motion to approve the minutes of the June 17, 2009 meeting as submitted, seconded by Pam Bennett. Motion carried.

09-07-28-04

OLD BUSINESS

1. FSSA Request for Waiver from OCPR Policy No. 06-01

Jim Corridan stated there is fluctuation in that program at the moment, and they continue to work with FSSA to determine and this is specifically for the eligibility aspects to food stamps, and CHINS. Mr. Corridan stated they continue to work with them to work all of this out and he thinks the resolution may be forthcoming soon, but it is going to be determined partly on whether they are proceeding with IBM or whether they reverse course. If they reverse course, than the retention schedules are written saying that they if they continue forward they will have to make some modifications.

2. County/Local General Retention Schedule

Jim Corridan stated they have begun the process of actually consolidating the individual county office holders' retention schedules into the General Retention Schedule, so they will have a complete set of reviews to make on this. Mr. Corridan stated there should be something on this in the next month or two.

09-07-28-05

DIRECTOR'S REPORT

Jim Corridan reported the Micrographics Division had over 27,000,000 images last fiscal year which by far is a new record. There are a lot of things that occurred in the last fiscal year that were unusual but allowed us to build up some money and investing in new equipment for Micrographics. Mr. Corridan reported they are going to be able to duplicate microfilm masters which is important for us, because we have interns that have been working at the State Archives identifying rolls of film that are have degraded because at some point they were not stored correctly. Mr. Corridan stated they are going to recreate new masters from them and there is also a newspaper project that if we buy this equipment we will then be able to create duplicates for that. Mr. Corridan stated they are trying to work with strategic hiring committee to hire someone to work on film conservation and preservation. Mr. Corridan stated the State Archives is holding the State Library's film collection as well as the State Archives' film collection and they have a variety of different types of film, acetate, polyester, and nitrate, and acetate and nitrate can decay, polyester is fairly stable, but the nitrate can actually explode.

Mr. Corridan attended the National Association of Government Archivists and Record Administrators' meeting, and he was elected to the Board of Directors.

Jim Corridan reported because of the flux with the IBM project, they have some issues with allocating space as far as what is available at the Records Center. Mr. Corridan stated if the IBM project stops and reverses, then we will have a lot of additional space, but if it continues on, we may be short of space.

Jim Corridan reported there was a leak at the Records Center this week and 12 or so boxes of these FSSA/IBM related records, active case files, got wet and within a day IDOA had it fixed, but in the course of finding moldy records, the Conservation Lab is conducting research to determine whether to destroy the records or fix them.

Jim Corridan stated IOT and the Commission on Public Records are working on a QPA for shredding, to allow Agencies outside Marion County to pull shredding service off of the QPA, either electronic media destruction or for paper records. They are setting up a procedure with IOT for the destruction of electronic media, so that goes through the State Form 16, Notice of Destruction, so people are not destroying tons of electronic records that they should not be and we would not know about it. Mr. Corridan thanked Caroline Bradley for working with us to get that done.

09-07-28-06

AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULES(S)

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

1. DEPARTMENT OF WORKFORCE DEVELOPMENT.....06-11-09
Human Resources Investment Council
2. DEPARTMENT OF WORKFORCE DEVELOPMENT.....06-16-09
Information Services-Research and Analysis

3. IVY TECH COMMUNITY COLLEGE.....	06-16-09
4. STATE DEPARTMENT OF HEALTH.....	06-17-09
Indiana Soldiers' and Sailors' Children's Home	
5. STATE DEPARTMENT OF HEALTH.....	06-18-09
Division of Weights and Measures	
6. WAR MEMORIALS COMMISSION.....	06-18-09
7. UTILITY REGULATORY COMMISSION.....	06-19-09
8. STATE DEPARTMENT OF HEALTH.....	06-26-09
Nursing Division	
9. EDUCATION EMPLOYMENT RELATIONS BOARD.....	06-29-09
10. PUBLIC EMPLOYEES RELATIONS BOARD.....	06-29-09
11. DEPARTMENT OF CHILD SERVICES.....	06-30-09
Child Welfare Division	
12. ECONOMIC DEVELOPMENT CORPORATION.....	07-06-09

In regard to Schedule No. 1, Department of Workforce Development, Human Resources Investment Council, there were no questions or comments. A motion was made by Jim Corridan and seconded by Caroline Bradley to approve Schedule No. 1 as submitted. Motion carried.

In regard to Schedule No. 2, Department of Workforce Development, Information Services-Research and Analysis, there were no questions or comments. A motion was made by Pam Bennett and seconded by Elizabeth Lerch to approve Schedule No. 2 as submitted. Motion carried.

In regard to Schedule No. 3, Ivy Tech Community College, there were no questions or comments. A motion was made by Jim Corridan and seconded by Liz Keele to approve Schedule No. 3 as submitted. Motion carried.

In regard to Schedule No. 4, State Department of Health, Indiana Soldiers' and Sailors' Children's Home, Larry Hummel introduced Rudy Cansino from this Agency. There being no questions or comments, a motion was made by Pam Bennett and seconded by Jim Corridan to approve Schedule No. 4 as submitted. Motion carried. Jim Corridan reported that the Commission on Public Records has been working with the staff at the Indiana Soldiers' and Sailors' Children's Home to safely transport those records that need to be moved to Indianapolis. Mr. Cansino reported they are transferring to ICPR today 649 boxes and basically they have destroyed around 15,000 pounds of records.

In regard to Schedule No. 5, State Department of Health, Division of Weights and Measures, there were no questions or comments. A motion was made by Pam Bennett and seconded by Elizabeth Lerch to approve Schedule No. 5 as submitted. Motion carried.

In regard to Schedule No. 6, War Memorials Commission, there were no questions or comments. A motion was made by John Jacob and seconded by Liz Keele to approve Schedule No. 6 as submitted. Motion carried.

In regard to Schedule No. 7, Utility Regulatory Commission, there were no questions or comments. A motion was made by Caroline Bradley and seconded by Pam Bennett to approve Schedule No. 7 as submitted. Motion carried.

In regard to Schedule No. 8, State Department of Health, Nursing Division, there were no questions or comments. A motion was made by John Jacob and seconded by Liz Keele to approve Schedule No. 8 as submitted. Motion carried.

In regard to Schedule No. 9, Education Employment Relations Board, there were no questions or comments. A motion was made by John Jacob and seconded by Elizabeth Lerch to approve Schedule No. 9 as submitted. Motion carried.

In regard to Schedule No. 10, Public Employees Relations Board, there were no questions or comments. A motion was made by Pam Bennett and seconded by John Jacob to approve Schedule No. 10 as submitted. Motion carried.

In regard to Schedule No. 11, Department of Child Services, Child Welfare Division, Larry Hummel introduced Michael Sturm from this Agency and Scott Huffman from Family and Social Services Administration. A motion was made by Jim Corridan and seconded by Elizabeth Lerch to approve Schedule No. 11 as submitted. Caroline Bradley had a question concerning Item No. 20 on page 9 stating this refers to foster care and adoption reimbursement records in hard copy which were discontinued January 1, 2009 and all records created after that date are in an electronic medium. Ms. Bradley stated there is a 22-year retention requirement, so there needs to be a requirement that the 10 year rule on electronic records does not apply. Ms. Bradley stated she would assume that they are all part of the same records series even though they are electronic, but she did not see where there is the normal after 10 years they will be copies to microfiche. Mr. Corridan stated they would remove this item from the Retention Schedule and he amended the motion to table Item No. 20 from this Retention Schedule for further study, seconded by Pam Bennett. Motion carried. The motion made by Jim Corridan and seconded by Elizabeth Lerch to approve Schedule No. 11 with the amendment to remove Item No. 20 to table for further action also carried.

In regard to Schedule No. 12, Economic Development Corporation, there were no questions or comments. A motion was made by Caroline Bradley and seconded by Pam Bennett to approve Schedule No. 12 as submitted. Motion carried.

09-07-28-07

NEW BUSINESS

None

09-07-28-08

ADJOURNMENT

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