

OVERSIGHT COMMITTEE ON PUBLIC RECORDS

Regular Meeting March 17, 2010

10-03-17-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, March 17, 2010. The meeting was called to order by Chairperson, Liz Keele, Designee for Todd Rokita, Secretary of State, at 1:30 p.m. in Room 401, Indiana State Library. 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; Andrew Kossack, Public Access Counselor; Anita Samuel, Governor's Office; Connie Smith, Designee for Mark W. Everson, Commissioner, Department of Administration. Members absent: None. Commission staff in attendance: Larry Hummel; Beverly Stiers, County and Local Government Records Management. Guests in attendance: Scott Huffman, Family and Social Services Administration; Teresa Blalock, Kathleen Brewer and Connie Nalley, Indiana Department of Labor.

10-03-17-02

NEXT MEETING

Liz Keele announced the next meeting would be held April 21, 2010 at 1:30 p.m. in Room 401, Indiana State Library.

10-03-17-03

PREVIOUS MEETING

Jim Corridan moved approval of the February 24, 2010 minutes, seconded by John Jacob. Motion carried.

10-03-17-04

OLD BUSINESS

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

Jim Corridan stated there is no action on this.

2. County/Local General Retention Schedule

Jim Corridan stated we anticipate voting on this at the April 2010 OCPR meeting. Mr. Corridan stated they are getting some feedback from the county/local office holders and some of their comments are to add additional items to this Retention Schedule. Mr. Corridan stated they are going through that process before presenting them to the OCPR Committee.

10-03-17-05

DIRECTOR'S REPORT

Jim Corridan reported on a couple of items, one the written report was distributed in the packet, and the second is beginning in late March the State Historic Records Advisory Board is beginning a series of workshops here in Indianapolis, five (5) of them to be exact. Mr. Corridan stated one is on electronic records, one is on government records, one is on basic archiving, another one covers intermediate or more advanced archiving, and the fifth one is on preservation and restoration of damaged documents. Mr. Corridan stated these are all being offered free of charge through the Federal grant they received from the National Archives, they help support this. Mr. Corridan stated at this point they have 90 people signed up and these workshops occur from March until the middle of April. Mr. Corridan stated last year they had about 150 attendees, but they did it regionally. Mr.

Corridan stated this year they thought they would do five (5) concentrated topic areas, one for each of these workshops and draw people in this central area. Mr. Corridan stated they are toying with different philosophies on how to present these workshops. Mr. Corridan stated another thing that is going on is the State Historic Records Advisory Board is offering grants for the first time, many grants to local institutions here in Indiana and organizations and are actually assessment grants for their collections. Mr. Corridan stated if a library or archives, or museum, or a church or anything that had historical records stored in their facility, they would be able to apply for one of these grants, have a consultant come in and do a needs assessment as far as environmental conditions and the collections condition. Mr. Corridan stated they will end up with a report at the end of this assessment and recommendations on what needs to happen to fix any identified problems there. Mr. Corridan stated also preservation issues are included in the report. Mr. Corridan stated this also is part of a grant they received from the Federal government. Mr. Corridan stated they are offering \$1,500 that needs to be matched with an additional \$500 from the local unit, whether it is in-kind or cash, so it is a minimum of a \$2,000 grant per institution. Mr. Corridan stated there are 10 of those available and they are being announced today publicly.

Liz Keele asked when Jim Corridan says 10 available he is saying 10 recipients available, 10 grants available in Indiana. Ms. Keele then asked how that information is conveyed to the public as far as marketing and advertisements. Mr. Corridan stated when they announce it today it is going out on list serves, it will go out to the Association of Indiana Museums, H-Net which is the Historians' site, the library segment will go through the State Library list serve. Mr. Corridan stated they are going to try and capture that audience and asked for suggestions. Ms. Keele asked if that was something that should be put on our website. Mr. Corridan stated it will be on there and that is where the applications will be.

Mr. Corridan stated they are also linked to the Forms In.Gov website.

10-03-17-06

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.....02-23-10

DDRS, Vocational Rehab Services

Larry Hummel introduced Scott Huffman, Information Coordinator for this Agency. In regard to this schedule, there were no questions or comments. A motion was made by Pam Bennett and seconded by John Jacob to approve Schedule No. 1 as submitted. Motion carried.

2. DEPARTMENT OF EDUCATION.....02-24-10

Center for School Improvement and Performance

In regard to this schedule, there were no questions or comments. A motion was made by John Jacob and seconded by Jim Corridan to approve Schedule No. 2 as submitted. Motion carried.

3. DEPARTMENT OF EDUCATION.....02-24-10

Federal Resources and School Improvement

In regard to this schedule, there were no questions or comments. A motion was made by John Jacob and seconded by Pam Bennett to approve Schedule No. 3 as submitted. Motion carried.

4. DEPARTMENT OF EDUCATION.....02-24-10

Innovative Education

In regard to this schedule, there were no questions or comments. A motion was made by John Jacob and seconded by Anita Samuel to approve Schedule No. 4 as submitted. Motion carried.

5. FAMILY AND SOCIAL SERVICES ADMINISTRATION.....03-01-10
DDRS-Bureau of Quality Improvement Services

In regard to this schedule, there were no questions or comments. A motion was made by Pam Bennett and seconded by Caroline Bradley to approve Schedule No. 5 as submitted. Motion carried.

6. FAMILY AND SOCIAL SERVICES ADMINISTRATION.....03-01-10
DDRS-Division of Aging

In regard to this schedule, there were no questions or comments. A motion was made by Caroline Bradley and seconded by Andrew Kossack to approve Schedule No. 6 as submitted. Motion carried.

7. INDIANA DEPARTMENT OF LABOR.....03-05-10
Indiana Occupational Safety Standards Commission

Larry Hummel introduced three guests – Teresa Blalock, Kathleen Brewer, and Connie Nalley. In regard to this schedule, a motion was made by Pam Bennett and seconded by Anita Samuel to approve Schedule No. 7 as submitted. John Jacob had a question on Record Series 85-957 concerning whether or not there was any money associated with the application or fees and was told none at all by Connie Nalley. Mr. Jacob then asked if there were any fines or anything else associated with this. Connie Nalley stated there is not anything involved with this to the Commission. Jim Corridan asked when they file the application for a variance, there is no filing fee associated with that at all and was told no. Mr. Corridan had a follow-up question on the same topic. Mr. Corridan stated he is a little confused because as he understands this, if his variance is they have stairs and need an elevator, the Department of Labor grants a variance for that issue, and the variance is good in perpetuity. Connie Nalley from the Department of Labor stated it just depends, there are temporary variances and there are permanent variances, so if there is a variance that needs to stay on that project that is only going to last for one (1) year, they will be requesting a temporary variance. If it is a company that is storing machinery and will be there for 20 years, it could be a permanent variance that could last a lifetime. Mr. Corridan asked if it is a piece of equipment that is expected to last for 30 years, it would be a permanent variance, but you are only keeping a copy of it for five (5) years, is that correct? Ms. Nalley stated the file is being transferred to the Records Center and Mr. Corridan stated then it is only kept for five (5) years. Ms. Nalley stated the company should have a copy of their variance to show proof to a compliance officer if they were inspected. They have a database that has the information in there, that they were granted, it is a permanent variance, etc. Mr. Hummel stated the retention instructions that you see on the schedule were approved in 1985 by the Oversight Committee on Public Records. Mr. Hummel stated what he does is literally pick them up from IOSHA and put them in the Indiana Occupational Safety Standards Commission schedule. Mr. Corridan stated he knows this is hard to believe but it is possible that the Oversight Committee did not catch this in 1985. Ms. Nalley stated she was told the file could not be kept in the warehouse permanently – she thought they had to be destroyed after so many years. Ms. Nalley stated she did not think they had an option for keeping them forever. Mr. Corridan stated yes there is an option to keep something forever and he is not sure you want to keep paper files in the warehouse forever, but there may be other alternatives. Mr. Corridan stated that is why the questions are coming up, because he is not sure that as a State Agency we want to say we are issuing a variance that is a permanent variance for this piece of equipment, so you do not have to comply with rules, but we do not have a copy of it any more. Mr. Corridan stated from a business standpoint, he is not sure this is good practice.

Caroline Bradley made a recommendation that they table this with the suggestion that maybe they come back with a retention that matches the life of the variance. Mr. Corridan asked how long is the longest temporary variance that they offer and was told five (5) years, so this was fine for that but what they may want to do for permanent variances is split them out of this and focus on that and come up with a solution that may better fit the needs of Labor and John Jacob from the State Board of Accounts which is where he

is coming from , so is that acceptable that they pass the rest of this, but pull this one piece out and then figure out how to deal with the permanent variances. The Department of Labor stated that was o.k. A motion was made by Caroline Bradley to table Record Series No. 85-957 until the next meeting, seconded by Andrew Kossack. Motion carried. Pam Bennett made a motion to approve Retention Schedule No. 7 as amended, seconded by Anita Samuel. Motion carried.

8. INDIANA DEPARTMENT OF LABOR.....03-05-10

Indiana Occupational Safety and Health Administration

In regard to this schedule, there were no questions or comments. A motion was made by Jim Corridan and seconded by John Jacob to approve Schedule No. 8 as submitted. Motion carried.

10-03-17-07

NEW BUSINESS

Jim Corridan reported that the State Archives ends up receiving a lot of educational institution records, whether they be from nursing schools that have closed across the State of Indiana, or from the State's institutions like Soldiers' and Sailor's Home, and we end up with those records. Mr. Corridan stated probably 25 years ago we started charging \$2.00 to provide certified copies of transcripts just like a university or high school would. Mr. Corridan stated the lowest rate they could find anywhere now is \$5.00; they range between \$5.00 and \$10.00. Mr. Corridan stated the State Archives is requesting the fee be raised to \$5.00. Jim Corridan moved that they set the fee for certified copies of educational transcripts at \$5.00. Pam Bennett asked if that was \$5.00 for the entire transcript regardless of how big it is. Mr. Corridan stated apparently that is what we are doing. Pam Bennett seconded the motion.

Anita Samuel had a question regarding copying fees because they have a \$0.10 copying fee and Jim Corridan stated the State Archives has its own statutory authority to set its own fee structure. Caroline Bradley asked what if they were to just come and ask for a copy of the transcript and Mr. Corridan said he believes it is \$1.00 per page, and it is an interesting question, but he is assuming this is the information he got, so they are going with the \$5.00. Mr. Corridan said they have a stamp that actually shows it is a certified copy, so there is some labor time involved. Liz Keele added that statutorily when the Secretary of State's office does copies, it is \$1.00 per page and an additional \$15.00 for the certification. Mr. Corridan stated that might be why the Commission on Public Records is one of the poorest agencies in State Government. Connie Smith stated her college transcript is only one (1) page, but it is printed on special paper with the watermark.

Liz Keele called for the vote and the motion passed.

Liz Keele stated she had one item in that she had a note from former OCPR member, Nancy Turner. Ms. Keele stated as you recall we received her resignation last month that was shared with the group in the fact that she had some medical concerns and she read the note from Ms. Turner.

Caroline Bradley stated in a discussion with some of the other Committee members, they noticed that they tabled several items recently and to keep track of those items that are tabled, they suggested that those should be listed under "Old Business" on the Agenda so we do not lose track of them going forward. Ms. Bradley stated there is an item from the State Department of Health last month. Larry Hummel stated he just had communication with the State Department of Health this morning on that issue and they are working on it. Jim Corridan stated this would be done.

10-03-17-08

ADJOURNMENT

There being no further business, John Jacob moved that the meeting be adjourned. Caroline Bradley seconded. Motion carried. Meeting adjourned at 1:55 p.m.