

OVERSIGHT COMMITTEE ON PUBLIC RECORDS  
Regular Meeting January 18, 2012

12-01-18-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, January 18, 2012. The meeting was called to order by Vice Chairperson Caroline Bradley, Designee for Brian Arrowood, Chief Information Officer, Office of Technology, in the absence of Chairman John Jacob, Designee for Bruce Hartman, State Examiner, State Board of Accounts at 1:35 p.m. in Room 401, Indiana State Library. Members present constituting a quorum: Pam Bennett, Director, Indiana Historical Bureau; Jerry Bonnet, for Charles P. White, Secretary of State; Jim Corridan, Director & State Archivist, Indiana Commission on Public Records; Joe Hoage, Public Access Counselor; Anita Samuel, Governor's Office; Connie Smith, Designee for Robert D. Wynkoop, Commissioner, Department of Administration. Members absent: Roberta Brooker, Director, Indiana State Library; John Jacob, Designee for Bruce Hartman, State Examiner, State Board of Accounts. Commission staff in attendance: Ted Cotterill, Deputy Director; Amy Robinson, Records Management; Beverly Stiers, County and Local Government Records Management. Guests in attendance: None.

12-01-18-02

NEXT MEETING

Caroline Bradley announced the next meeting would be held February 15, 2012 at 1:30 p.m. in Room 401, Indiana State Library. Beverly Stiers reported that the February meeting will be held in Conference Room 12 at 1 p.m. in the Conference Center, IGCS, and a reminder notice will be sent to the OCPR Committee.

12-01-18-03

PREVIOUS MEETING

Jim Corridan moved approval of the December 7, 2011 minutes as presented, seconded by Joe Hoage. Motion carried.

12-01-18-04

OLD BUSINESS

Commission on Public Records – County/Local General Retention Schedule (GEN)

Jim Corridan stated the issue here is the way State Board of Accounts wanted to deal with the remote capture checks. Mr. Corridan stated the County Treasurers were concerned that they had to keep them for 10 years. Mr. Corridan stated after having a conversation with Charlie Pride, State Board of Accounts, it is now their opinion that was these really are the checks of individuals written and deposited by remote capture and so they are not really County records, they are really the person's receipt back from the County. Mr. Corridan stated the view of the SBOA is that they are not public records and, therefore, we are going to strike this proposed change from the Retention Schedule and tell the treasurers there is no need to do anything. Mr. Corridan stated they recommend there be no change to the County/Local General Retention Schedule (GEN) and let the Counties know that they do not have to be retained.

12-01-18-05

DIRECTOR'S REPORT

Jim Corridan reported everything was going fairly well. Mr. Corridan stated the State Archives has a new roof over the State Archives part of the building and there have been some other modifications made to the building relating to office space, etc. Mr. Corridan stated that is now stable and there have not been any leaks since the roof was repaired.

12-01-18-06

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

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

### 1. DEPARTMENT OF CHILD SERVICES

#### Child Welfare

A motion was made by Pam Bennett and seconded by Anita Samuel to approve Schedule No. 1 as submitted. Motion carried.

### 2. COMMISSION ON PUBLIC RECORDS

#### County Prosecutor Retention Schedule (PR)

A motion was made by Jim Corridan and seconded by Joe Hoage to approve Schedule No. 2 as submitted. Jim Corridan stated this is not the complete schedule, but because of changes we made from the previous schedule for the Department of Child Services, there are two (2) copies of these records being created. Mr. Corridan stated one is sent to the State and one is held by the County, so they are making the County copy, which is the original, the original master copy which lessened the burden on Department of Child Services to store them, but to reflect what needs to happen, they decided it needed to be written into a schedule. Mr. Corridan stated this is the beginning of what at some point will be a much more thorough schedule for County Prosecutors. Motion carried.

12-01-18-07

## NEW BUSINESS

### Election of Officers

Caroline Bradley asked for nominations from the floor. Jim Corridan nominated Joe Hoage for Chairman. Hearing no further nominations, Pam Bennett moved that nominations be closed. Anita Samuel seconded, motion carried. Joe Hoage won by acclamation. Caroline Bradley volunteered to once again be the Vice Chairman. Hearing no further nominations, Pam, Bennett moved that nominations be closed. Jim Corridan seconded. Caroline Bradley won by acclamation.

12-01-18-08

## ADJOURNMENT

There being no further business, Connie Smith moved that the meeting be adjourned. Anita Samuel seconded. Motion carried. Meeting adjourned at 1:43 p.m.