

OVERSIGHT COMMITTEE ON PUBLIC RECORDS

Regular Meeting March 21, 2012

12-03-21-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, March 21, 2012. The meeting was called to order by Chairperson Joe Hoage, Public Access Counselor, 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 Brian Arrowood, Chief Information Officer, Office of Technology; Roberta Brooker, Director, Indiana State Library; Jim Corridan, Director & State Archivist, Indiana Commission on Public Records; Robert Gardner, Designee for Connie Lawson, Secretary of State; Anita Samuel, Governor's Office; Connie Smith, Designee for Robert D. Wynkoop, Commissioner, Department of Administration. Members absent: 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: Micah Vincent, Governor's Office.

12-03-21-02

NEXT MEETING

Joe Hoage announced the next meeting would be held April 18, 2012 at 1:30 p.m. in Room 401, Indiana State Library.

12-03-21-03

PREVIOUS MEETING

Pam Bennett moved approval of the January 18, 2012 minutes as presented, seconded by Caroline Bradley. Motion carried.

12-03-21-04

OLD BUSINESS

None

12-03-21-05

DIRECTOR'S REPORT

Jim Corridan stated in the packets sent to the OCPR Committee there were two (2) Director's Reports for January and February, 2012. Mr. Corridan stated they are making tremendous progress on many fronts, and they also have the luxury of having their recommended legislative changes adopted by the Legislature that will go in effect July 1, 2012. Mr. Corridan stated in the July OCPR meeting they will be bringing forth all of the local government retention schedules for re adoption by the Oversight Committee. Mr. Corridan stated this action will allow all of those to go in effect across the State of Indiana, because they were pushing for legislation so that when something is adopted by the Oversight Committee, 30 to 45 days later these local retention schedules will take effect across the State.

Jim Corridan introduced Robert Gardner, designee for Connie Lawson, Secretary of State and stated at the next meeting there will probably be a new representative from the Governor's Office, Micah Vincent, who was present at this meeting.

12-03-21-06

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 REVENUE

Compliance

A motion was made by Caroline Bradley and seconded by Pam Bennett to approve Schedule No. 1 as submitted. Motion carried. It was brought up later in the meeting by Pam Bennett that Items No. 14 and 15 were missing the total retention statement. Amy Robinson stated the total retention statement was added to the amended Item No. 14, but Item No. 15 is correct as is and the Retention Schedule as submitted is correct.

2. DEPARTMENT OF REVENUE

Collections

A motion was made by Connie Smith and seconded by Anita Samuel to approve Schedule No. 2 as submitted. Motion carried.

3. DEPARTMENT OF REVENUE

Corporation

A motion was made by Pam Bennett and seconded by Caroline Bradley to approve Schedule No. 3 as submitted. Motion carried.

4. DEPARTMENT OF REVENUE

Data Control

A motion was made by Jim Corridan and seconded by Connie Smith to approve Schedule No. 4 as submitted. Motion carried.

5. DEPARTMENT OF REVENUE

Data Processing

A motion was made by Anita Samuel and seconded by Caroline Bradley to approve Schedule No. 5 as submitted. Motion carried.

6. DEPARTMENT OF REVENUE

Individual Income

A motion was made by Pam Bennett and seconded by Robert Gardner to approve Schedule No. 6 as submitted. Motion carried.

7. DEPARTMENT OF REVENUE

Personnel

A motion was made by Connie Smith and seconded by Anita Samuel to approve Schedule No. 7 as submitted. Motion carried.

8. DEPARTMENT OF REVENUE

Returns Processing

A motion was made by Jim Corridan and seconded by Pam Bennett to approve Schedule No. 8 as submitted. Caroline Bradley stated that Item No. 12 Retention Period states Records Venter and this should be Records Center. A motion was then made by Caroline Bradley and seconded by Pam Bennett to approve Schedule No. 8 as amended. Motion carried.

9. DEPARTMENT OF REVENUE

Sales and Withholding

A motion was made by Connie Smith and seconded by Pam Bennett to approve Schedule No. 9 as submitted. Motion carried.

10. DEPARTMENT OF REVENUE

Taxpayer Contact

A motion was made by Caroline Bradley and seconded by Robert Gardner to approve Schedule No. 10 as submitted. Motion carried.

11. DEPARTMENT OF TRANSPORTATION

Land Acquisition

A motion was made by Jim Corridan and seconded by Anita Samuel to approve Schedule No. 11 as submitted. Connie Smith stated she had a correction on page 1 of 3 which stated R. Scott Waddell was the agency head and it is Mike Cline. Amy Robinson stated this schedule has been floating around for awhile and she would make the change. Connie Smith stated she also had a question on Item No. 1 at the bottom of the Title/Description, where it states "All abstracts of title, policies of title insurance, and other title papers shall be kept and preserved permanently by the department." Ms. Smith asked if other title papers are the deeds and Ms. Robinson stated she assumes as well but this is one that is not being changed and has been the same since probably 1984. Ms. Smith stated on Item No. 2 on the amendment, she stated it is just the wording – under the Retention Period it states "delete electronic records from ERMS when all corresponding roads have been removed from the highway system." Ms. Smith stated she doubts if they are ever removed and Ms. Robinson stated that was the phrasing that had previously been used and is a way of saying they do not ever intend to delete this. Connie Smith made a motion to approve Schedule No. 11 as amended with the Commissioner notation change, seconded by Caroline Bradley. Motion carried.

12-03-21-07

NEW BUSINESS

None

12-03-21-08

ADJOURNMENT

There being no further business, Anita Samuel moved that the meeting be adjourned. Caroline Bradley seconded. Motion carried. Meeting adjourned at 1:42 p.m.