

OVERSIGHT COMMITTEE ON PUBLIC RECORDS
Regular Meeting April 18, 2012

12-04-18-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, April 18, 2012. The meeting was called to order by Secretary Jim Corridan until the arrival of Vice Chairperson Caroline Bradley, Designee for Brian Arrowood, Chief Information Officer, Office of Technology, at 1:34 p.m. in Room 401, Indiana State Library. Members present constituting a quorum: Pam Bennett, Director, Indiana Historical Bureau; Jerry Bonnet, Designee for Connie Lawson, Secretary of State; 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; Connie Smith, Designee for Robert D. Wynkoop, Commissioner, Department of Administration; and Micah Vincent, Governor's Office.

Members absent: Joe Hoage, Public Access Counselor. Commission staff in attendance: Ted Cotterill, Deputy Director; Amy Robinson, Records Management; Beverly Stiers, County and Local Government Records Management. Guests in attendance: Connie Lawson, Secretary of State, and Erica Goodnow, Office of Secretary of State.

Jim Corridan thanked Connie Lawson, Secretary of State for her introductions today, although she was not able to remain at the meeting. Jerry Bonnet was present from her office.

12-04-18-02

NEXT MEETING

Jim Corridan announced the next meeting would be held May 16, 2012 at 1:30 p.m. in Room 401, Indiana State Library. Mr. Corridan stated both the June and July meetings have to be changed. Mr. Corridan stated they were going to schedule the July meeting for July 11 and there are two (2) alternative dates for the June meeting, so Bev Stiers will send an email for a choice of dates by the members. Caroline Bradley then arrived to preside at the meeting.

12-04-18-03

PREVIOUS MEETING

Connie Smith moved approval of the March 21, 2012 minutes as presented, seconded by Pam Bennett. Motion carried.

12-04-18-04

OLD BUSINESS

None

12-04-18-05

DIRECTOR'S REPORT

Jim Corridan stated a written report was sent in the packets to the OCPR Committee. Mr. Corridan stated the Commission on Public Records has been active in providing professional development opportunities for Archivists across the State as well as librarians and other people related to digital preservation. The State Historic Records Advisory Board (SHRAB) just last month sponsored a conference where 52 people met in Indiana to learn about digital preservation and preserving electronic records. Mr. Corridan stated this class will probably be offered again at the end of May and he believes a third of those people were State employees and there were also a large number of local government employees and the rest were librarians and historians. Mr. Corridan stated it is a new area for us to provide education in and it certainly needs to be done.

Mr. Corridan reported the Commission on Public Records is one of five (5) Agencies that have been invited by the Bicentennial Commission to attend their meetings and they were asked to put together a presentation for the Bicentennial Commission. Mr. Corridan stated their presentation included the aspiration of having a State Archives befitting the State of Indiana, since we are the only state in the country in a warehouse. Mr. Corridan stated there was a lot of interest in that discussion topic, so it may be one of the things on which the Bicentennial Commission focuses. Mr. Corridan stated the State Archives is working on digitization projects as part of the Bicentennial. Additionally, the Commission on Public Records will be working with the State Museum, State Library and Historical Bureau to have parts of our collections circulate the state of Indiana during the Bicentennial, allowing some of the founding documents of Indiana to be seen locally by Hoosiers, rather than in Indianapolis. The State Library is working on pulling items out of its collections and the Historical Bureau has the original prototype of the Paul Hadley State flag adopted in 1916, which may be included. Mr. Corridan stated it will be an interesting exhibit.

12-04-18-06

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 LABOR

Bureau of Mines and Mine Safety

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

2. DEPARTMENT OF TRANSPORTATION

Districts

A motion was made by Connie Smith and seconded by Jim Corridan to approve Schedule No. 2 as submitted. Jerry Bonnet had a question concerning the statement – destroy when outdated or replaced – he does not quite understand what outdated means here. Mr. Bonnet stated he has seen several places where outdated refers to something like a rule or map, but some say files and for his future information what does it really mean when they are outdated. Amy Robinson stated that is a fairly old and standard phrase, so she cannot tell what they meant in the first place in 1981, but it is generally used with something that was either received from someone else and it becomes standard operating procedure for the Agency until it is replaced by something else, or it is generated by the Agency but the second it is replaced by something else it is no longer important. Jim Corridan stated then it is not the best situation but it functionally occurs, and it would be much easier for us to say every seven (7) years it has to be readopted or something like that. Ms. Robinson stated it is a lot of items that are usually of a shorter need than the very standard three (3) years for a general retention item and if not destroyed or replaced, they would have huge amounts of paper. Mr. Bonnet then stated on page 8, Record Series 81-1445, where it says a history of all work performed on each building and all grounds and it also states the Division of Maintenance, Central Highway, also has this information. Amy Robinson stated that this is an item that is being deleted because it has been replaced in GRACC-1 on the General Retention Schedule. Pam Bennett stated there are other places where this verbiage is used – destroy when outdated or replaced, i.e. Item No. 36, Traffic Regulations. Amy Robinson stated that is information coming from another Agency or the Federal Government and they want their employees to know it is needed for a certain period of time.

Caroline Bradley stepped down to ask a question concerning Record Series 81-1464, Aggregate Inspectors Reports – the retention period states “Destroy upon completion of the contract” and that seems contradictory on how long contracts are held. Amy Robinson stated this is a copy and the Materials and Test Division, Central Highway also has these reports. Ms. Bradley stated it does not say this and Ms. Robinson stated the new description states the Materials and Test Division also has these reports. Ted Cotterill asked if they are adding or changing the information or just holding a copy for their reference and Ms. Robinson stated they are just holding a copy for their reference.

Jerry Bonnet then stated on page 12 of 12 Auto Dealer Licensing Division which licenses auto salvage yards told him they were interested in this and they did not know there was such a thing as a Junkyard Inventory, Record Series No. 81-1431. Amy Robinson stated this is destroyed when outdated or replaced because it is a copy and the Land Acquisition Division, Central Highway, has the official file. After discussion, a vote was taken and motion carried.

3. DEPARTMENT OF TRANSPORTATION

Multi-Modal Planning and Programs

A motion was made by Jim Corridan and seconded by John Jacob to approve Schedule No. 3 as submitted. Caroline Bradley stepped down to ask a question concerning page 1 of 5, Record Series 87-206, Railroad Police Commissions, which is being amended. Ms. Bradley stated she is not sure she may not understand who these Police Commissions actually work for but it says to destroy after the individual's commission is terminated and it sounds like we are granting commissions to outside parties, but she could be wrong on her understanding. Ms. Bradley stated we have run into this problem before and do we know when these commissions actually terminate and she thinks in the past they have gone with keeping them for x number of years, assuming that people will be retired or deceased at that time. Jim Corridan asked if these were licenses and Amy Robinson stated she did not think they were licenses, they are more of a security person or someone who is already a law enforcement officer and gets Railroad Police added to their title and the Department of Transportation keeps track of them. Mr. Corridan stated so there is a one-time \$10.00 filing fee that is good for life and Ms. Robinson stated yes. After discussion, a vote was taken and motion carried.

4. DEPARTMENT OF TRANSPORTATION

Planning, Asset Management, Research and Development

A motion was made by Pam Bennett and seconded by John Jacob to approve Schedule No. 4 as submitted. Motion carried.

5. DEPARTMENT OF TRANSPORTATION

Toll Road

A motion was made by Pam Bennett and seconded by Connie Smith to approve Schedule No. 5 as submitted. Motion carried.

6. DEPARTMENT OF TRANSPORTATION

Traffic Division

A motion was made by John Jacob and seconded by Jim Corridan to approve Schedule No. 6 as submitted. Motion carried.

7. STATE DEPARTMENT OF HEALTH

Legal Affairs

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

8. STATE DEPARTMENT OF HEALTH

Local Health Department Outreach

A motion was made by John Jacob and seconded by Connie Smith to approve Schedule No. 8 as submitted. Motion carried.

9. WORKFORCE DEVELOPMENT

Agency-wide Schedule

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

12-04-18-07

NEW BUSINESS

Jim Corridan stated it was mentioned at the last meeting that in July they are going to have to readopt all of the Local/County Retention Schedules, so they all are in effect in all counties including the County/Local General Retention Schedule. Connie Smith asked if that were the 92 counties one by one and Mr. Corridan stated no, each different schedule, and there are probably 14, will be adopted and 30 days later they go into effect across the State.

12-04-18 -08

ADJOURNMENT

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