

OVERSIGHT COMMITTEE ON PUBLIC RECORDS  
Regular Meeting February 20, 2013

13-2-20-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, February 20, 2013. The meeting was called to order by Chairperson Joe Hoage, Public Access Counselor, at 1:30 p.m. in Conference Room 10 Indiana Government Center South-First Floor. Members present constituting a quorum: Pam Bennett, Director, Indiana Historical Bureau; Jerry Bonnet, Designee for Connie Lawson, Secretary of State; Caroline Bradley, Designee for Paul Baltzell, Chief Information Officer, 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; Connie Smith, Designee for Robert D. Wynkoop, Commissioner, Department of Administration. Members absent: None. Commission staff in attendance: Ted Cotterill, Deputy Director; Amy Robinson, Records Management; Beverly Stiers, County and Local Government Records Management. Guests in attendance: None.

13-2-20-02

NEXT MEETING

Joe Hoage announced the next meeting would be held March 20, 2013 at 1:30 p.m. in Conference Room 10, Indiana Government Center South, 1<sup>st</sup> Floor.

13-2-20-03

PREVIOUS MEETING

Pam Bennett moved approval of the January 16, 2013 minutes as presented, seconded by Connie Smith. Motion carried.

13-2-20-04

OLD BUSINESS

None

13-2-20-05

DIRECTOR'S REPORT

Jim Corridan mentioned they have begun the process of going through 186 gaylords to identify county records from approximately 10 counties contained in the boxes. Mr. Corridan stated they are finding some historic and interesting records and also some things that could have been destroyed more than a century ago. Mr. Corridan stated this is progressing and will probably take a year to finish.

Jim Corridan reported that Indiana requires county offices to retain the tax duplicate records, and they are used by the Auditor and Treasurer when you pay your taxes twice a year, so those records have been kept permanently for every county for a hundred plus years. Mr. Corridan stated it is a burden for the courthouses and these records are rarely used. ICPR is looking at entering an agreement with Family Search, a major genealogy entity from Utah, that might be interested in digitizing all those records and then we will actually retain a digital copy and destroy the hard copies. Mr. Corridan is concerned because they know that Shelby County, Greene County, and Clay County had so many records that they took them out of the courthouse and put them in semi trailers and parked them at the county highway department where they rot and mold. More than these records not of much use, there are also the original land records which are all sorts of old historic records that are really much more important than the tax duplicates and they are all being jeopardized. Mr. Corridan stated they are

trying to figure ways to try and salvage the important things instead of the less important ones which for some reason have been kept forever.

13-2-20-06

**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 EDUCATION**

Board of Education

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

**2. DEPARTMENT OF EDUCATION**

Compensatory Education

A motion was made by Caroline Bradley and seconded by Pam Bennett to approve Schedule No. 2 as submitted. Motion carried.

**3. DEPARTMENT OF EDUCATION**

Curriculum

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**

Education Information Systems

A motion was made by John Jacob and seconded by Caroline Bradley to approve Schedule No. 4 as submitted. Caroline Bradley had a question concerning Record Series 80-19, and the statement "Delete information three (3) years after receipt and after publication of any required reports under Record Series GRPUB-1." Ms. Bradley stated this has not been used in the past and is this something new. Amy Robinson stated this is just specific to this particular type of record, because these records are used to create specific reports filed under GRPUB-1. A vote was then taken and motion carried.

**5. DEPARTMENT OF EDUCATION**

School Finance

A motion was made by Caroline Bradley and seconded by Connie Smith to approve Schedule No. 5 as submitted.

**6. DEPARTMENT OF EDUCATION**

School Food and Nutrition

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

**7. DEPARTMENT OF EDUCATION**

Special Education

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

**8. FAMILY AND SOCIAL SERVICES ADMINISTRATION**

DDRS/Bureau of Developmental Disability Services

A motion was made by Connie Smith and seconded by Caroline Bradley to approve Schedule No. 8 as submitted. Jim Corridan asked Amy Robinson if she anticipated any additional changes to this schedule and Ms. Robinson stated yes, these are part of a scanning initiative still being discussed with the Agency. Mr. Corridan then asked if they should hold off and Ms. Robinson stated she would not, because this change does not involve the electronic records and it gets some obsolete/duplicate records out of the way so they can address only records that exist. Caroline Bradley then stated she noticed on the Individual Records-Adults, since she does not know this service, it says one (1) year after the individual is no longer receiving or requesting services, how do they determine this. Ms. Bradley stated the Individual Records-Juvenile lists a birth date which is fine. Amy Robinson stated they are the actual closures, a file is declared closed based on if they are no longer eligible for the services. Ms. Bradley asked if this meant no longer receiving or requesting services and Ms. Robinson stated no longer receiving or requesting is their way of describing no longer eligible for services. Ms. Bradley stated this just seems very vague. Mr. Corridan stated this is common with the Social Services. Mr. Corridan stated when they approve the electronic records system, it will get very complex but they need to set that closed date and trigger the rest of the retention. Ms. Robinson quoted the description and suggested that we not go into detail on internal Agency procedures. Mr. Corridan suggested because of the electronic records question in the future, they approve this schedule today and there is a whole bigger question about State records and to be quite honest that is the reason they have about 90,000 cubic feet of records stored in the Records Center. Ms. Robinson stated that the next time this schedule is addressed, there may be enough changes that this is no longer an issue. A vote was then taken and motion carried.

13-2-20-07

#### NEW BUSINESS

1. Adoption of 60 IAC 4-Commercial Use of Governmental Records of the State, as Proposed

The Oversight Committee approved 60 IAC 4 during the hearing and the next steps will be submission to OAG, the Governor's Office, and Legislative Services Agency.

13-2-20-08

#### ADJOURNMENT

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