

OVERSIGHT COMMITTEE ON PUBLIC RECORDS
Regular Meeting March 20, 2013

13-3-20-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, March 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; 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: Roberta Brooker, Director, Indiana State Library. Commission staff in attendance: Ted Cotterill, Deputy Director; Amy Robinson, Records Management; Beverly Stiers, County and Local Government Records Management. Guests in attendance: Beth Coffman, Alcohol and Tobacco Commission.

13-3-20-02

NEXT MEETING

Joe Hoage announced the next meeting would be held April 17, 2013 at 1:30 p.m. in Conference Room 10, Indiana Government Center South, 1st Floor.

13-3-20-03

PREVIOUS MEETING

Pam Bennett moved approval of the February 20, 2013 minutes as presented, seconded by Caroline Bradley. Motion carried.

13-3-20-04

OLD BUSINESS

None

13-3-20-05

DIRECTOR'S REPORT

Jim Corridan stated as a point of information when the Oversight Committee on Public Records adopted the Electronic Records Policy they used a citation that referenced personal records and we call it personal communications, so in the Electronic Records Policy we want to update it to say personal records instead of personal communications. Mr. Corridan stated in some previous listing to our meeting, we had a policy that said we could go ahead and do and just notify the Oversight Committee. Mr. Corridan also reported they may have cited the wrong code for non-records, so that will also be corrected.

Jim Corridan distributed a pamphlet prepared by COSA, Council of State Archivists, titled The Importance of America's State Archives. Mr. Corridan stated in the next couple of weeks they are going to be distributing this to the Legislature to explain what we do and it is not just a collection of old papers, that there are governmental functions behind this and secure citizens' rights to access to these records. Mr. Corridan stated this is being printed and should be sent out to the Legislature soon.

Jim Corridan reported that we will be coming to the Oversight Committee soon with a proposal to change the County Treasurer's Retention Schedule to amend the requirement of permanent retention of tax duplicates. Mr. Corridan stated they are working to see if they can enter into an agreement with Family Search, which is one of the largest genealogical groups, formerly the Genealogical Society of Utah, to have them digitize the tax duplicate records at no fee to the county or the State, they will do this as a service, and then have copies of the records made available to the people. Mr. Corridan stated they will then allow the counties to destroy these records. Mr. Corridan stated they are a huge number of records and what they are identifying is that probably over 50% of the non-judicial records held by counties are these tax duplicates, very low usage and there is a little bit of information that is important in that and we may carve out a few years. Mr. Corridan stated basically the tax duplicates show who paid how much tax for what parcel and for instance, in Franklin, IN they may have had four (4) volumes per year, Kosciusko has 10 books per year, and Marion County probably has 50-100 books per year and there has been an enormous storage cost. Mr. Corridan stated the State Archives has 8-10 counties' tax duplicate records and we probably get 4 to 6 requests per year for information from them. Mr. Corridan said we are putting a huge burden on the counties. Mr. Corridan stated the reason this is important is because we are sitting in Shelby County, Clay County, Greene County, they have moved their records offsite, put them in a horrendous position because they ran out of space in the courthouse and moved all of their historical records, even things that are much more important, and they are all getting in terrible shape.

Jim Corridan reported both Family Search and another organization called Ancestry.com are working in partnership with us, the local counties and the Supreme Court and for many years the Family Search people microfilmed the probate records of many of the counties in Indiana. They have now asked for permission to partner with Ancestry.com to digitize and index all those probate records and make them available on line. Ancestry will have them available on line on their site for their membership for a fee. Family Search is free, so we do not know if they will have them on line or what the payoff will be to access them. They will provide a copy of the digital records to the State Archives and they will also provide a copy back to the County Clerks if they want one for their county. Mr. Corridan said a notice was sent to all Clerks today and so far have received positive responses. Mr. Corridan believes this will move forward and the probate records of our State will be available. Jerry Bonnet asked if confidential information will be redacted and Mr. Corridan stated these are old records and that type of information will not be in those files. Connie Smith asked if the tax records were just property tax and not income tax and Mr. Corridan replied yes.

Jim Corridan reported this summer the Commission on Public Records is hosting a number of conferences here and we are partnering with others on this. Mr. Corridan stated in April the Midwest Archives Conference is hosting their annual meeting in Indianapolis. Mr. Corridan stated in July, there are three (3) meetings basically at the same time here we are hosting. One is the National Association of Government Archives and Records Administrators annual conference from July 8 through the 13th, but on Friday, July 12, we will be hosting a mini conference as part of that, specifically on judicial records and technology. Mr. Corridan reported the third thing is Indiana is hosting that same week the first electronic records institute, 26 states will be coming here to participate in developing electronic records programs in their states.

Joe Hoage reported that Ted Cotterill passed along an editorial from the IBJ about the condition of the current State Archives and this was good reading.

13-3-20-06

AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULES(S)

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

1. ALCOHOL AND TOBACCO COMMISSION

Agency Wide

A motion was made by Connie Smith and seconded by Jim Corridan to approve Schedule No. 1 as submitted. Amy Robinson introduced Beth Coffman from this Agency. Caroline Bradley had a question – she noticed, and it is a good thing, we are imaging a lot of the records in this but it seems like some of the records do not necessarily have a long life span, for instance on page 2 of 7, Items 3 and 4, are to be destroyed as soon as State Board of Accounts Audit Report is complete, which is generally within 2 to 3 years. Ms. Bradley stated she knows there is a cost to imaging, so is that always the best solution. Ms. Bradley stated she knows there are some advantages to imaging but she noticed on a couple of these it seems as soon as they are replaced or outdated, they will be destroyed. Jim Corridan said this pertains to Carrier Applications and Permits and Temporary Applications and Permits, and is this so people can access this across the State. Beth Coffman replied yes, they are scanning for their own convenience. A vote was then taken and motion carried.

2. DEPARTMENT OF NATURAL RESOURCES

Accounting

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

3. DEPARTMENT OF NATURAL RESOURCES

Administrative Support Services

A motion was made by Connie Smith and seconded by John Jacob to approve Schedule No. 3 as submitted. Motion carried.

4. DEPARTMENT OF NATURAL RESOURCES

Human Resources

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

5. DEPARTMENT OF NATURAL RESOURCES

Indiana Geological Survey

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

6. DEPARTMENT OF NATURAL RESOURCES

Internal Audit

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

13-3-20-07

NEW BUSINESS

1. Jerry Bonnet said he had been given a cookie from Jefferson County Circuit Court with their court seal on it. They were selling the cookies to raise money for their voting system oversight program. Mr. Bonnet said this brought to mind the question that they get in the Secretary of State's office every now and then, does the Commission on Public Records approve someone's request to use the State seal. Jim Corridan stated the Constitution gives the authority to the Governor and that is delegated to the Commission on Public Records. Mr. Corridan stated generally what they do is if it is a

governmental agency, they will usually say yes, but not always, and if it is a commercial enterprise, they generally say no unless they are co-sponsoring some conference or something like that.

13-3-20-08

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.