

OVERSIGHT COMMITTEE ON PUBLIC RECORDS  
Regular Meeting April 17, 2013

13-4-17-01

**CALL TO ORDER AND ROLL**

A regular meeting of the Oversight Committee on Public Records was held Wednesday, April 17, 2013. The meeting was called to order by Chairperson Joe Hoage, Public Access Counselor, at 1:37 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. Members absent: Connie Smith, Designee for Brian E. Renner, Acting Commissioner, Department of Administration. Commission staff in attendance: Ted Cotterill, Deputy Director; Amy Robinson, Records Management; Beverly Stiers, County and Local Government Records Management. Guests in attendance: None.

13-4-17-02

**NEXT MEETING**

Joe Hoage announced the next meeting would be held May 15, 2013 at 1:30 p.m. in Conference Room 10, Indiana Government Center South, 1<sup>st</sup> Floor.

13-4-17-03

**PREVIOUS MEETING**

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

13-4-17-04

**OLD BUSINESS**

None

13-4-17-05

**DIRECTOR'S REPORT**

Jim Corridan stated a copy of the Director's Report was given to the OCPR Committee with their packet. ICPR is working on a project to inventory county/local records at the State Archives.

13-4-17-06

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

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

**1. AGRICULTURE**

Grain-Buyers Warehouse Licensing Agency

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

**2. ALCOHOL AND TOBACCO COMMISSION**

Agency Wide

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

3. ATTORNEY GENERAL'S OFFICE

All Divisions

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

4. COMMISSION ON PUBLIC RECORDS

All Divisions

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

5. DEPARTMENT OF CORRECTION

Substance Abuse Services

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

6. DEPARTMENT OF LABOR

Board of Safety Review

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

7. DEPARTMENT OF NATURAL RESOURCES

Engineering

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

8. DEPARTMENT OF NATURAL RESOURCES

Management Information Systems

A motion was made by Caroline Bradley and seconded by Pam Bennett to approve Schedule No. 8 as submitted. Motion carried.

9. DEPARTMENT OF NATURAL RESOURCES

Reclamation

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

10. DEPARTMENT OF TOXICOLOGY

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

11. OFFICE OF FAITH-BASED AND COMMUNITY INITIATIVES

A motion was made by John Jacob and seconded by Pam Bennett to approve Schedule No. 11 as submitted. Motion carried.

12. STATE DEPARTMENT OF HEALTH

Local Health Department Outreach

A motion was made by Pam Bennett and seconded by Jim Corridan to approve Schedule No. 12 as submitted. Caroline Bradley had a question concerning the new Item No. 3-Local Board of Health Rosters and Appointments. Ms. Bradley stated she assumes this means they are appointing someone to the Board and it seems like five (5) years is a short period of time depending on their length of service. Amy Robinson stated these are copies of what the local Board of Health sends to the State Board of Health just for informational purposes. Jim Corridan then asked if the original record was a local record and Ms. Robinson stated yes. A vote was then taken and motion carried.

13-4-17-07

#### NEW BUSINESS

1. One other item that should be included under Director's Report – we have completed a strategic plan for the Governor's office for the Commission on Public Records and it primarily focuses on three major components: 1. Access and Transparency in government; 2. Government efficiency, and 3. Safety and Security of our facilities. The plan tries to make sure the government (as far as records and information are concerned) and ICPR run as efficiently as possible, and secondly to make sure our collections are made available for access on information we hold and not locked away in the Archives. Mr. Corridan stated when the Governor's office signs off on that we will provide copies of this.

13-4-17-08

#### ADJOURNMENT

There being no further business, John Jacob moved that the meeting be adjourned. Caroline Bradley seconded. Motion carried. Meeting adjourned at 1:48 p.m.