

OVERSIGHT COMMITTEE ON PUBLIC RECORDS
Regular Meeting July 17, 2013

13-7-17-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, July 17, 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; 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; Amy Miller, Designee for Connie Lawson, Secretary of State; Connie Smith, Designee for Jessica Robertson, Commissioner, Department of Administration. Members absent: None. Commission staff in attendance: Beverly Stiers, County and Local Government Records Management. Guests in attendance: None.

13-7-17-02

NEXT MEETING

Joe Hoage announced the next meeting would be held August 21, 2013 at 1:30 p.m. in Conference Room 10, Indiana Government Center South, 1st Floor.

13-7-17-03

Connie Smith moved approval of the May 29, 2013 minutes as presented, seconded by Jim Corridan. Caroline Bradley stated at the bottom of page 2 under 13-5-29-07, New Business, Todd should be Hans. Pam Bennett stated under Department of Natural Resources, Law Enforcement, page 2, and Indiana State Senate, page 2, we have a problem with the approvals. Under Department of Natural Resources, the first line is a motion for approval and at the end Jim Corridan made a new motion for approval of this retention schedule but with additions to it which should have actually been an amendment to the original motion. Jim Corridan stated his motion should say he made a motion to amend the original motion. A vote was then taken and the Minutes were approved as amended. Ms. Bennett stated in 4. Indiana State Senate, the second motion was exactly the same as the original motion, so this second motion should be deleted. A vote was then taken and the original motion carried.

13-7-17-04

OLD BUSINESS

Caroline Bradley stated in last month's meeting there was a statement made that if there is an alteration that needs to be made in Department of Natural Resources, Law Enforcement Retention Schedule, it would be added to this month's agenda. Jim Corridan stated that Amy Robinson reported that the Agency was fine with the schedule as is.

13-7-17-05

DIRECTOR'S REPORT

Jim Corridan stated a copy of the Director's Report was given to the OCPR Committee with their packet. Mr. Corridan stated the Commission on Public Records just hosted two (2) national conferences last week, one being an Electronic Records Conference and Electronic Records Administrators from 30 States were present. Mr. Corridan stated it was held at the State Library and was very successful, and the other one was the National Association of Government Archives and

Records Administrators (NAGARA). Mr. Corridan stated his two (2) predecessors were both present, Jerry Handfield and John Newman. Mr. Corridan stated this conference was also well received and it is great exposure for Indiana.

Jim Corridan reported that the Budget Agency is working to try and identify exhibit space for the State Archives and the State Museum. Mr. Corridan stated fortunately the Budget Agency is interested in this.

Jim Corridan stated the Commission is upgrading its scanning software so that ICPR will have specialized OCR capabilities to scan specific spaces on forms and have that all populate for indexing. Mr. Corridan stated we will also integrate directly into IOT's Oracle software.

Jim Corridan then reported they have an Electronic Records Archivist back in place, Tibaut Houzanme, and he started at the end of June. Mr. Corridan also reported that the Digital Archives in Washington is now making monthly pay per month, a kind of fee structure, so we are working with IN.gov to replace that with an Indiana hosted solution.

13-7-17-06

AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULES(S)

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

1. COMMISSION ON PUBLIC RECORDS

Micrographics Division

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

2. DEPARTMENT OF ADMINISTRATION

Access Control Office

A motion was made by Connie Smith and seconded by Pam Bennett to approve Schedule No. 2 as submitted. Caroline Bradley stated Credential and Access Request, State Form 52044, only talks about employees and it is also for contractors, so should that be included in Record Series 2007-127 description? Jim Corridan stated it would also cover interns, to it should be amended to read employees, contractors and interns, and what we might do is check back with Joe Starry to see who else falls under this. Caroline Bradley moved that they amend Record Series 2007-127 to include all active employees, contractors and interns. A vote was taken and motion carried. A vote was then taken on the original motion, motion carried.

13-7-17-07

NEW BUSINESS

None

13-7-17-08

ADJOURNMENT

There being no further business, Caroline Bradley moved that the meeting be adjourned. John Jacob seconded. Motion carried. Meeting adjourned at 1:45 p.m.