

OVERSIGHT COMMITTEE ON PUBLIC RECORDS
Regular Meeting September 25, 2013

13-9-25-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, September 25, 2013. The meeting was called to order by Secretary Jim Corridan, Director & State Archivist, Indiana Commission on Public Records Chairman at 1:30 p.m. in Conference Room 9 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; Mallory Wilson, Designee for Connie Lawson, Secretary of State. Members absent: Luke Britt, Public Access Counselor; Connie Smith, Designee for Jessica Robertson, 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.

13-9-25-02

NEXT MEETING

Jim Corridan announced the next meeting would be held October 16, 2013 at 1:30 p.m. in Conference Room 10, Indiana Government Center South, 1st Floor.

13-9-25-03

PREVIOUS MEETING

Pam Bennett moved approval of the August 21, 2013 minutes as presented, seconded by Caroline Bradley. Motion carried.

NEW BUSINESS

3. Election of Chairman and Vice-Chairman

Jim Corridan stated they are taking the Agenda out of order due to the fact that Joe Hoage, Chairman, resigned as Public Access Counselor to become General Counsel for the Department of Natural Resources and the resignation of Jerry Bonnet as Vice-Chairman, being replaced by Mallory Wilson. Caroline Bradley nominated John Jacob as Chairman, seconded by Roberta Brooker. A motion was made by Pam Bennett to close nominations, seconded by Roberta Brooker. A vote was then taken to close nominations and John Jacob was elected by acclamation.

Pam Bennett nominated Caroline Bradley as Vice-Chair, seconded by Roberta Brooker. A motion was made by Pam Bennett to close nominations, seconded by John Jacob. A vote was then taken to close nominations and Caroline Bradley was elected by acclamation.

John Jacob then presided over the meeting.

13-9-25-04

OLD BUSINESS

Caroline Bradley stated there were two (2) items from the last meeting, one the Indiana State Library Retention Schedule. Beverly Stiers stated it is listed under Section VI, Records Retention and Disposition Schedule this month. Ms. Bradley stated we were also going to check on the Department of Correction on the offender correspondence. Amy Robinson stated it was asked why the two (2) of them were different and they said if one of them is involved in litigation than it becomes part of the other category.

13-9-25-05

DIRECTOR'S REPORT

Jim Corridan stated a copy of the Director's Report was given to the OCPR Committee with their packet. Mr. Corridan reported that on October 1, 2013 at 1 p.m. at the State Archives on 30th Street we will be celebrating the 100th anniversary of the State Archives. Everyone on the Oversight Committee is invited to attend. The Legislature, Agency Heads and SHRAB Committee have all been invited as well.

13-9-25-06

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 ADMINISTRATION

Minority Business Development

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

2. ATTORNEY GENERAL'S OFFICE

Advisory Section

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

3. ATTORNEY GENERAL'S OFFICE

Appeals

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

4. ATTORNEY GENERAL'S OFFICE

Consumer Protection

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

5. ATTORNEY GENERAL'S OFFICE

Medicaid Fraud Control Unit

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

6. ATTORNEY GENERAL'S OFFICE

Tax Division

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

7. ATTORNEY GENERAL'S OFFICE

Unclaimed Property

A motion was made by Jim Corridan and seconded by Roberta Brooker to approve Schedule No. 7 as submitted. Motion carried.

8. DEPARTMENT OF CHILD SERVICES

Child Welfare

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

9. DEPARTMENT OF EDUCATION

Career Education

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

10. DEPARTMENT OF EDUCATION

Career and Technical Education

A motion was made by Pam Bennett and seconded by Roberta Brooker to approve Schedule No. 10 as submitted. Motion carried.

11. DEPARTMENT OF EDUCATION

Center for School Assessment

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

12. DEPARTMENT OF EDUCATION

Instructional Services

A motion was made by Pam Bennett and seconded by Roberta Brooker to approve Schedule No. 12 as submitted. Motion carried.

13. FAMILY AND SOCIAL SERVICES ADMINISTRATION

Human Resources

A motion was made by Caroline Bradley and seconded by Pam Bennett to approve Schedule No. 13 as submitted. Motion carried.

14. FAMILY AND SOCIAL SERVICES ADMINISTRATION

Division of Mental Health and Addiction

A motion was made by Pam Bennett and seconded by Roberta Brooker to approve Schedule No. 14 as submitted. Motion carried.

15. FAMILY AND SOCIAL SERVICES ADMINISTRATION

Office of Medicaid Policy and Planning

A motion was made by Caroline Bradley and seconded by Pam Bennett to approve Schedule No. 15 as submitted. Motion carried.

16. FAMILY AND SOCIAL SERVICES ADMINISTRATION

Prescription Drug Program

A motion was made by Jim Corridan and seconded by Caroline Bradley to approve Schedule No. 16 as submitted. Motion carried.

17. DEPARTMENT OF HEALTH

Cancer Registry

A motion was made by Pam Bennett and seconded by Caroline Bradley to approve Schedule No. 17 as submitted. Motion carried.

18. DEPARTMENT OF HEALTH

ERC – Vectorborne Disease Control

A motion was made by Caroline Bradley and seconded by Mallory Wilson to approve Schedule No. 18 as submitted. Motion carried.

19. DEPARTMENT OF HEALTH

Public Health and Medicine Partnerships

A motion was made by Pam Bennett and seconded by Caroline Bradley to approve Schedule No. 19 as submitted. Motion carried.

20. DEPARTMENT OF HEALTH

Vital Records

A motion was made by Caroline Bradley and seconded by Pam Bennett to approve Schedule No. 20 as submitted. Motion carried.

21. DEPARTMENT OF LABOR

Office of the Chief Counsel

A motion was made by Pam Bennett and seconded by Roberta Brooker to approve Schedule No. 21 as submitted. Motion carried.

22. DEPARTMENT OF LABOR

Child Labor

A motion was made by Caroline Bradley and seconded by Pam Bennett to approve Schedule No. 22 as submitted. Motion carried.

23. DEPARTMENT OF LABOR

Quality Metrics and Statistics

A motion was made by Pam Bennett and seconded by Roberta Brooker to approve Schedule No. 23 as submitted. Motion carried.

24. DEPARTMENT OF LABOR

Wage and Hour

A motion was made by Caroline Bradley and seconded by Jim Corridan to approve Schedule No. 24 as submitted. Motion carried.

25. INDIANA STATE LIBRARY

All Divisions

A motion was made by Pam Bennett and seconded by Mallory Wilson to approve Schedule No. 25 as submitted. Caroline Bradley asked if there were additional changes in Items No. 10 and 11 that we raised questions about at the last month's meeting. Amy Robinson said that Pam Bennett's question was why didn't the retention periods match and they were changed and now they match.

Jim Corridan asked at this point if someone gave a cash gift would the library accept the cash gift or would it have to go through the Foundation? Roberta Brooker stated cash gifts would go through the Foundation. Mr. Corridan asked if someone donated materials would they go to the library, and Ms. Brooker stated they could designate gifts should go to the library and not the Foundation. A vote was then taken and motion carried.

26. DEPARTMENT OF NATURAL RESOURCES

Oil and Gas

A motion was made by Caroline Bradley and seconded by Pam Bennett to approve Schedule No. 26 as submitted. Caroline Bradley stated on page 3 of 3 it says delete Record Series 85-852, Index Files, and it states it is an operator's card file and landowner's card file used as aids in locating well permit files and well permits are still kept under this. Amy Robinson stated they are only index card files and this information is part of Record Series 85-834, Oil and Gas Well Records, which is a permanent record.

A vote was then taken and motion carried.

13-9-25-07

NEW BUSINESS

1. Micrographics Fee Schedule – Jim Corridan stated if you turn to the third sheet of the handout, you will see the price increases and price history. The first two (2) sheets are the County Price List and the State Price List. Mr. Corridan stated the price of film has gone up dramatically, almost double. Processing costs, which are the chemicals, have also gone up, and all of this is going to impact us. Mr. Corridan stated some of our prices have gone up in the last two (2) years and we are hoping this will stabilize. Mr. Corridan stated this brings the pricing up so we are currently losing a lot of money on our old pricing. Mr. Corridan stated they have also made some changes for labor because they rearranged the way they charge back labor.

Jim Corridan made a motion that the revised price lists for counties and State Agencies be adopted effective November 15, 2013, seconded by Pam Bennett. Caroline Bradley asked if notification be provided to counties and State Agencies before they vote on this. Mr. Corridan stated that is why they are pushing out the effective date. A vote was then taken and motion carried.

2. Transfer of Confidential Records-Local Government

Jim Corridan stated in the last month he had the opportunity to speak to County Clerks from the Northern and Southern Districts, who are the Secretaries of the local County Commission of Public Records. Mr. Corridan stated they had a number of conversations about issues out there that are affecting them. Mr. Corridan stated they might have to adopt a policy for these items. Mr. Corridan stated when the Oversight Committee is notified when the State Commission on Public Records notifies an agency or local government that wants to transfer records from their control to the public library or to a genealogical/historical society or whatever, they need to come through the Commission on Public Records and we would always block them from transferring confidential records. Mr. Corridan stated he was in Monroe County and the Historical Society there has two (2) sets of records, records from the County Coroner that would have included medical information and they had records that also contained confidential information. Neither time had those transfers gone through the Commission on Public Records and Mr. Corridan says we really need to say clearly units of government cannot transfer records except to the State Archives that include confidential information.

Jim Corridan stated another problem he has discussed with the State Department of Health is in January 1958, the State modified the marriage certificate application to include something to prove your birth, whether it was your birth certificate, passport or other. On occasion, the other was a person's driver's license number which had been the social security number. Mr. Corridan stated in 1999 Health changed the form and now it requires you to list your social security number, so in 1958 to 1999, some counties wrote in social security numbers, some wrote other things, after 1999 all counties were to include SSNs. Caroline Bradley stated it also included a question about health that would be protected as well when they had to certify that they did not have smallpox, so regardless of what they wrote, there is still some medical data on there.

The last item Jim Corridan wanted to bring before the Committee is the Commission on Public Records is proposing to the Governor's office/Legislature a whole series of legislative changes, none of which particularly affect the Oversight Committee.

13-9-25-08

ADJOURNMENT

There being no further business, Caroline Bradley moved that the meeting be adjourned. Pam Bennett seconded. Motion carried. Meeting adjourned at 2:12 p.m.