

OVERSIGHT COMMITTEE ON PUBLIC RECORDS
Regular Meeting March 18, 2015

15-3-18-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, March 18, 2015. The meeting was called to order by Chairman Caroline Bradley, Designee for Paul Baltzell, Chief Information Officer, Office of Technology, at 1:30 p.m. in Conference Room 10, Indiana Government Center South-First Floor.

Members present constituting a quorum: Mike Bozyski, Designee for Paul Joyce, State Examiner, State Board of Accounts; Caroline Bradley, Designee for Paul Baltzell, Chief Information Officer, Office of Technology; Luke Britt, Public Access Counselor; Jim Corridan, Director & State Archivist, Indiana Commission on Public Records; Erin Kellam, Designee for Jessica Robertson, Commissioner, Department of Administration; Jacob Speer, Director, Indiana State Library; Mallory Wilson, Designee for Connie Lawson, Secretary of State.

Members absent: Pam Bennett, Director, Indiana Historical Bureau; Adam Berry, Designee for Mike Pence, Governor. Commission staff in attendance: Ted Cotterill, Deputy Director; Amy Robinson, Records Management. Guests in attendance: Marisa Smith and Melissa Reynolds, Office of the Secretary of State.

15-3-18-02

NEXT MEETING

Caroline Bradley announced the next meeting would be held April 15, 2015 at 1:30 p.m. in Conference Room 10, Indiana Government Center South, 1st Floor.

15-3-18-03

PREVIOUS MEETING

A motion was made by Jim Corridan and seconded by Mike Bozyski to approve the minutes of the February 18, 2015 meeting as presented. Motion carried.

15-3-18-04

OLD BUSINESS

None.

15-3-18-05

DIRECTOR'S REPORT

Jim Corridan reported the digitization project of vital records with Ancestry.com is on track and ready to be rolled out in stages beginning later this year; death certificates from 1940 and earlier should be online in July. Death and birth certificates from 1940 forward will need confidential information redacted, then they will also be placed online, as well as the pre-1940 birth certificates and all marriage licenses, which go from 1961 forward.

Mr. Corridan added that Commission is looking at taking replevin action to investigate and retrieve Clark County records which belong to the state of Indiana, but are currently being offered for sale on an auction site by a private party at a price of approximately \$3000. Almost all of these are court-related documents from the early 1800's – some from the territorial and some from early statehood.

The State Archives building remains in the budget, passing the House without comment. Mr. Corridan and Jessica Robertson from the Department of Administration met with Senator Kenley, the chair of the Senate Appropriations Committee, who expressed no financial concern, only interest in whether the proposed building would be big enough to suit the Commission's needs going forward. Mr. Corridan also reported that Senate Bill 528 passed at 50 to 0 and should be in committee next week. An amendment related to replevin is being added, but he foresees no issues with its likelihood of passing.

Mr. Corridan described an ongoing special project on Indiana's contributions to the national civil rights movement in the 50's and 60's, focusing on the experiences of the Brown family. The late Andrew J. Brown was the former director of Indiana's chapter of the Southern Christian Leadership Conference, and his son Thomas Brown was a leader in the Student Nonviolent Coordinating Committee; arrangements are being made for their papers to be added to the State Archives collections. Governor Pence and Mr. Corridan conducted an interview with Mr. Brown last week, and Mr. Corridan is also planning a trip to the South with Mr. Brown, funded by the State Library, to re-trace some of his experiences and meet with other memorable activists of the period, capturing that on film for Indiana's history. Jacob Speer added that the State Library is very excited to be co-hosting various aspects of the project, including digital images.

Mr. Corridan also noted that a week ago, the Commission met with five school superintendents, State Board of Accounts and Department of Education staff, and three office managers/treasurers of school corporations, to revise the school retention schedule, which was last updated 20 years ago. He hopes to have a draft ready for approval by the Oversight Committee within the next two or three months. Caroline Bradley asked how e-mail got handled. Jim Corridan explained that Senate Bill 500 had initially called for all e-mail to be retained for three years. He worked with Senator Miller to correct this, proposing that all student e-mail should be treated as a 1 year record, teacher e-mail as a 3 year basic correspondence record, and principal and superintendant e-mails should be long-term and permanent, respectively. He encouraged the school corporations to work with their IT staff to develop ways in which those categories can be easily sorted, and explained to them that these general parameters can be set up, but the retention schedule for specific types of information is still going to supersede the broad categories. The goal is a balance between keeping storage burdens low for the schools, and maintaining our recordkeeping responsibility to citizens.

15-3-18-06

AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULE(S)

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

1. DEPARTMENT OF LABOR: Indiana Occupational Safety & Health Administration (IOSHA)

A motion was made by Jim Corridan and seconded by Erin Kellam to approve Schedule No. 1 as submitted. Motion carried.

2. BUREAU OF MOTOR VEHICLES: Branch Operations & Bureau of Motor Vehicles Commission

A motion was made by Mike Bozyski and seconded by Luke Britt to approve Schedule No. 2 as submitted. Motion carried.

3. DEPARTMENT OF NATURAL RESOURCES: Historic Preservation

A motion was made by Jacob Speer and seconded by Jim Corridan to approve Schedule No. 3 as submitted. Caroline Bradley stepped down as Chairperson to ask why some items retained the instruction to preserve all photos and negatives, while some did not. Amy Robinson explained that those items which retained the instruction remain at least partially in hard copy format, while items now being digitized would automatically include the photos and negatives, and thus did not require that specific instruction. Motion carried.

4. SECRETARY OF STATE: All Divisions

A motion was made by Luke Britt and seconded by Mallory Wilson to approve Schedule No. 4 as submitted. Motion carried.

5. FAITH-BASED AND COMMUNITY INITIATIVES

A motion was made by Mike Bozymski and seconded by Jacob Speer to approve Schedule No. 5 as submitted. Motion carried.

6. DEPARTMENT OF WORKFORCE DEVELOPMENT: All Divisions

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

7. COUNTY/LOCAL GENERAL RETENTION SCHEDULE (GEN)

A motion was made by Luke Britt and seconded by Mike Bozymski to approve Schedule No. 7 as submitted. Ted Cotterill explained that the changes include a new item, GEN 15-1, and a further amendment from the schedule as presented to include the language "all contracts, including grants, with vendors" in the description of GEN 10-25 where previously grants had not been specified. Caroline Bradley asked for clarification on whether this is a new schedule or one that has been previously approved and is now being updated; Jim Corridan confirmed that the schedule had been previously approved. Jim Corridan then moved that the schedule be amended with the language previously described by Ted Cotterill, seconded by Luke Britt; this was approved by unanimous consent. Original motion to approve, now as amended, carried.

8. NON-JUDICIAL COUNTY CLERK (CL)

A motion was made by Jacob Speer and seconded by Mike Bozymski to approve Schedule No. 8 as submitted. Ted Cotterill explained that the only change was the removal of CL 10-4, Conflict of Interest Disclosures, which are now covered by GEN 14-2 on the County/Local General retention schedule. Motion carried.

15-3-18-07

NEW BUSINESS

None.

15-3-18-08

ADJOURNMENT

There being no further business before the Committee, Caroline Bradley moved that the meeting be adjourned. Motion carried by unanimous consent. Meeting adjourned at 1:50 p.m.