

OVERSIGHT COMMITTEE ON PUBLIC RECORDS  
Regular Meeting October 21, 2015

15-10-21-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, October 21, 2015. The meeting was called to order by Vice Chairman Luke Britt, Public Access Counselor, at 1:30 p.m. in Conference Room 10, Indiana Government Center South-First Floor. Former Chair Caroline Bradley is no longer with the State of Indiana. Two new members on the Oversight Committee introduced themselves: Christopher Anderson, Designee for Mike Pence, Governor; and Graig Lubsen, Designee for Dewand Neely, Chief Information Officer, Office of Technology.

Members present constituting a quorum:

Christopher Anderson, Designee for Mike Pence, Governor; Pam Bennett, Director, Indiana Historical Bureau; Mike Bozyski, Designee for Paul Joyce, State Examiner, State Board of Accounts; Luke Britt, Public Access Counselor; Jim Corridan, Director & State Archivist, Indiana Archives and Records Administration; Erin Kellam, Designee for Jessica Robertson, Commissioner, Department of Administration; Graig Lubsen, Designee for Dewand Neely, Chief Information Officer, Office of Technology; Kurt Webber, Lay Member.

Members absent: Jacob Speer, Director, Indiana State Library; Mallory Wilson, Designee for Connie Lawson, Secretary of State. Commission staff in attendance: Amy Robinson, Records Management; Beverly Stiers, County and Local Government Records Management.

15-10-21-02

NEXT MEETING

Luke Britt announced the next meeting would be held November 18, 2015 at 1:30 p.m. in Conference Room 10, Indiana Government Center South, 1<sup>st</sup> Floor.

15-10-21-03

PREVIOUS MEETING

A motion was made by Pam Bennett and seconded by Erin Kellam to approve the minutes of the August 19, 2015 meeting. Motion carried.

15-10-21-04

OLD BUSINESS

None

15-10-21-05

DIRECTOR'S REPORT

Jim Corridan welcomed the two (2) new members to the Oversight Committee. Mr. Corridan stated one of the biggest items we are facing is working with the new software system vendor which will hopefully streamline a lot of processes, in particular an office will have more access to transparency towards all of our holdings, and currently none of our collections are available online. Mr. Corridan stated he believes that our inventory of the Archives holdings is probably 80% complete. Mr. Corridan stated they hope to have that done in the first quarter of 2016 and this will impact multiple things. Mr. Corridan stated the other big issue is the State Archives building and we are looking forward to the site being finalized. Mr. Corridan stated they have been meeting regularly with the architectural team and are looking forward to actually having it under construction. Mr. Corridan stated they hope the building will be done and moving in 2018 from the present facilities.

15-10-21-06

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 HOMELAND SECURITY

Fire and Public Safety Training

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

2. DEPARTMENT OF REVENUE

Agency-wide Schedule

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

3. FAMILY & SOCIAL SERVICES ADMINISTRATION

DDRS/Informational Processing Division

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

4. FAMILY & SOCIAL SERVICES ADMINISTRATION

DDRS/Vocational Rehabilitation

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

5. FAMILY & SOCIAL SERVICES ADMINISTRATION

Office of General Counsel

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

6. GRAIN INDEMNITY CORPORATION

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

7. STATE DEPARTMENT OF AGRICULTURE

Agency-wide Schedule

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

8. STATE DEPARTMENT OF AGRICULTURE

Grain Buyers & Warehouse Licensing Agency

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

9. HISTORICAL RECORDS AT ARCHIVES

Jim Corridan stated at the last OCPR meeting they had a conversation about assigning record series to records in the Archive, some of which go back so far back in history that they were never considered in a retention schedule because they were not in existence at the time of transfer of these records.

Mr. Corridan referred to a handout and stated the first and second page are historical records that are

no longer created and they arbitrarily created a new record series, because we were not creating retention schedules in 1976 and thought we would use that as a bicentennial number. Mr. Corridan stated these are all historical records and we wanted to have the Oversight Committee review and approve these on the first two (2) pages and when we have that done, we will talk about these other things to the local schedules. Jim Corridan made a motion to establish record series for historical records in the State Archives as listed on the handout from 76-01 to 76-28. Pam Bennett seconded, motion passed.

Mr. Corridan then stated that 76-28 allows them to use this as a placeholder until a permanent record series is assigned to the historical record.

Mr. Corridan stated the second piece of the handout are records that are currently being created and records are housed at the archives, but no record series exists. Mr. Corridan stated we will bring these back to you at the next meeting (the ones on back of this first page). Mr. Corridan stated you go to the next sheet, Historical Records No Longer Created, and the first one on there is AU 00-1, Auditor, these are historical local records that are no longer being created and so these can be adopted today, the first half of that sheet. Jim Corridan moved for the adoption of the Historical Records No Longer Created for Local Government, seconded by Erin Kellam. Motion passed.

Mr. Corridan stated they are working on the Historical Records Still Being Created and do not have record series numbers. These will be brought back to the Oversight Committee once they are cleaned up for adoption as well.

15-10-21-07

#### NEW BUSINESS

1. GEN 10-43 – Jim Corridan stated the Indiana Association of Cities and Towns contacted him about an article they are writing in their newsletter dealing with surveillance videos. Mr. Corridan stated the issue they brought up is if they have to be stored for 30 days, they would still have to go to an application to have the document destroyed, the permission for the destruction which is yet another 30 days. Mr. Corridan stated the intent of GEN 10-43 is you have 30 days and if there is nothing illegal caught on that video, and there is no retention requirement to be kept beyond that 30 days, there is no paperwork required to be submitted to the Local County Commission. Mr. Corridan stated for retention of surveillance video, the complete retention if nothing illegal is caught on that video is 30 days and there is no requirement to submit paperwork to the Local County Commission for the destruction of those videos.

Jim Corridan moved they amend GEN 10-43 to add that these are not required to be submitted to the Local County Commission of Public Records on a Notice of Destruction, and may be destroyed or rotated and overwritten after the retention period is met, Pam Bennett seconded. Motion passed.

2. Election of Chairman – Jim Corridan suggested that Luke Britt serve as Chair for the next two (2) months until the next election in December or January. Jim Corridan moved that Luke Britt serve as Chair for the remainder of the term, seconded by Pam Bennett. Motion carried.

Pam Bennett moved that Mike Bozyski serve as Vice Chair for the remainder of the term, seconded by Erin Kellam. Motion carried.

15-10-21-08

#### ADJOURNMENT

There being no further business before the Committee, a motion was made by Graig Lubsen and seconded by Chris Anderson to adjourn. Motion carried. Meeting adjourned at 1:50 p.m.