

OVERSIGHT COMMITTEE ON PUBLIC RECORDS  
Regular Meeting April 27, 2016

16-4-27-01

**CALL TO ORDER AND ROLL**

A regular meeting of the Oversight Committee on Public Records was held Wednesday, April 27, 2016. The meeting was called to order by Chairman Luke Britt, Public Access Counselor, at 1:30 p.m. in Conference Room 10, Indiana Government Center South-First Floor.

Members present constituting a quorum: Christopher Anderson, Designee for Mike Pence, Governor; 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; Chandler Lighty, Director, Indiana Historical Bureau; Mallory Long, Designee for Connie Lawson, Secretary of State; Graig Lubsen, Designee for Dewand Neely, Chief Information Officer, Office of Technology; Jacob Speer, Director, Indiana State Library.

Members absent: Kurt Webber, Lay Member.

Commission staff in attendance: Valerie Michael, Deputy Director; Amy Robinson, Records Management; Beverly Stiers, County and Local Government Records Management.

Guests: None.

16-4-27-02

**NEXT MEETING**

Luke Britt announced the next meeting would be held May 18, 2016 at 1:30 p.m. in Conference Room 10, Indiana Government Center South, 1<sup>st</sup> Floor.

16-4-27-03

**PREVIOUS MEETING**

A motion was made by Mike Bozyski and seconded by Mallory Long to approve the minutes of the March 16, 2016 meeting. Motion carried.

16-4-27-04

**OLD BUSINESS**

Historical Records at Archives – Jim Corridan stated they had some additional items to add to the Historical Record Series at the State Archives. Copies were sent to the Oversight Committee. Mr. Corridan stated there is a combination of items, some of them are Federal Government records, State Archives records, and we actually have the original handwritten census records donated from the Federal Government, some county records. They also received some original weather records from Indianapolis dating back to the late 1800's. Mr. Corridan stated today they have eight (8) to bring forward which were listed on a handout provided to the Oversight Committee, and they are the first eight (8) items on page 1 of 4. Mr. Corridan moved they adopt the eight (8) new record series, seconded by Chandler Lighty. Motion carried.

16-4-27-05

**DIRECTOR'S REPORT**

Jim Corridan stated in about three (3) weeks on May 9 the staff will start training on the new software program which will have our catalog online and actually everything at the State Archives will be available for the public to view. Mr. Corridan stated they were notified by Ancestry.com that they are in the process of extending all the probate records that they digitized in concert with family search from all the counties in Indiana.

Jim Corridan stated the birth, death and marriage records will also be available to the public in June. Mr. Corridan stated they are exploring the State Library where people have access to a database called Inspire through the Internet protocol, so if you have an Indiana IT address you can access things for free. Ancestry is willing to let us negotiate the ability for citizens of Indiana with an IT authenticated address to be able to access all this for free and not have to wait for three (3) years but the rest of the nation could not do that.

Jim Corridan stated they are making some policy decisions at the State Archives in preparation for the move to the new facility and some of those are making us change through the software processes and procedures at the State Archives and the staff.

16-4-27-06

#### 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 CORRECTION

All Facilities

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

##### 2. DEPARTMENT OF HEALTH

Vital Records

A motion was made by Jacob Speer and seconded by Mallory Long to approve Schedule No. 2 as submitted. Motion carried.

##### 3. DEPARTMENT OF LABOR

Mines and Mine Safety

A motion was made by Mallory Long and seconded by Mike Bozymski to approve Schedule No. 3 as submitted. Motion carried.

##### 4. DEPARTMENT OF LABOR

Quality Metrics and Statistics

A motion was made by Mike Bozymski and seconded by Christopher Anderson to approve Schedule No. 4 as submitted. Motion carried.

##### 5. DEPARTMENT OF WORKFORCE DEVELOPMENT

Agencywide Schedule

A motion was made by Jim Corridan and seconded by Mallory Long to approve Schedule No. 5 as submitted. Motion carried.

##### 6. FINANCE AUTHORITY

Agencywide Schedule

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

##### 7. FINANCE AUTHORITY

State Revolving Loan Fund

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

#### 8. INDIANA OFFICE OF TECHNOLOGY

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

#### 9. LOTTERY COMMISSION

A motion was made by Mallory Long and seconded by Jim Corridan to approve Schedule No. 9 as submitted. Motion carried.

#### 10. PROTECTION AND ADVOCACY SERVICES

Agencywide Schedule

A motion was made by Jim Corridan and seconded by Mallory Long to approve Schedule No. 10 as submitted. Motion carried.

#### 11. SECRETARY OF STATE

Agencywide Schedule

A motion was made by Mallory Long and seconded by Mike Bozyski to approve Schedule No. 11 as submitted. Motion carried.

Amy Robinson stated that on some of the retention schedules, State Board of Accounts and Historical Bureau are now signing them electronically. Hopefully, this will improve the process now and we will get the copies of the retention schedules faster and forward to the OCPR Committee within a little more time before the meeting.

16-4-27-07

#### NEW BUSINESS

Valerie Michael, Deputy Director, IARA , stated in regard to 60 IAC 2, 60 IAC 3, and 60 IAC 4, there are still references to the Indiana Commission on Public Records and they should be changed to Indiana Archives and Records Administration. Jim Corridan made a motion to correct 60 IAC 2, 3 and 4 to update the name of the Agency from Indiana Commission on Public Records to Indiana Archives and Records Administration, seconded by Erin Kellam. Motion carried.

Jim Corridan stated because they are migrating to the new software at about the same time as the next meeting, the May meeting may be postponed until June.

16-4-27-08

#### ADJOURNMENT

There being no further business before the Committee, meeting adjourned at 1:45 p.m.