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OVERSIGHT COMMITTEE ON PUBLIC RECORDS
Regular Meeting December 20, 2017

17-12-20-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, December 20, 2017. The meeting was called to order by Chairman Luke Britt, Public Access Counselor, at 1:00 p.m. in Conference Room 10, Indiana Government Center South-First Floor.

Members present constituting a quorum: Luke Britt, Public Access Counselor; Samantha Chapman, Designee for Connie Lawson, Secretary of State; Jim Corridan, Director & State Archivist, Indiana Archives and Records Administration; Tammy Glickman, Designee for Jessica Robertson, Commissioner, Department of Administration; Doug Kowalski, Designee for Paul Joyce, State Examiner, State Board of Accounts; Chandler Lighty, Director, Indiana Historical Bureau; Graig Lubsen, Designee for Dewand Neely, Chief Information Officer, Office of Technology; Jacob Speer, Director, Indiana State Library.

Doug Kowalski, Designee for Paul Joyce, State Examiner, State Board of Accounts, was welcomed to the OCPR Committee, taking the place of Mike Bozynski.

Members absent: Cynthia Carrasco, Governor's Designee.

Guests: None.

IARA staff in attendance: Marilyn Fernandez, Deputy Director; Amy Robinson, Records Management; Beverly Stiers, County and Local Government Records Management.

17-12-20-02

NEXT MEETING

Luke Britt announced the next meeting would be held January 17, 2018 at 1:00 p.m. in Conference Room 10, Indiana Government Center South, 1st Floor.

17-12-20-03

PREVIOUS MEETING

A motion was made by Jim Corridan and seconded by Doug Kowalski to approve the minutes of the November 15, 2017 meeting. Motion carried.

17-12-20-04

OLD BUSINESS

None

17-12-20-05

DIRECTOR'S REPORT

Jim Corridan reported a written report was furnished with the packet. Mr. Corridan stated he continues to see more and more people active in the State Archives due in part to the new Search Indiana catalog available. Mr. Corridan stated they continue to develop Aream software. Mr. Corridan reported that Alan January is going to retire and they will have a reception for him. Mr. January is retiring January 31, 2018 and has been with the State Archives for 35 years.

17-12-20-06

AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULE(S)

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

1. BUREAU OF MOTOR VEHICLES

Vehicle Services and Fulfillment

A motion was made by Tammy Glickman and seconded by Samantha Chapman to adopt Schedule No. 1 as submitted. Motion carried.

17-12-20-07

NEW BUSINESS

Election of Officers

Graig Lubsen made a motion to nominate Luke Britt for Chairman, seconded by Chandler Lighty.

There being no further nominees, a vote was taken and Luke Britt won by acclamation.

Jim Corridan made a motion to nominate Doug Kowalski as Vice Chair, seconded by Tammy Glickman. There being no further nominees, a vote was taken and Doug Kowalski won by acclamation.

17-12-20-08

ADJOURNMENT

There being no further business before the Committee, meeting adjourned at 1:10 p.m.