

OVERSIGHT COMMITTEE ON PUBLIC RECORDS
Regular Meeting August 15, 2018

18-08-15-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, August 15, 2018. The meeting was called to order by Chairman Luke Britt, Public Access Counselor, at 9:30 a.m. in Conference Room 3, Indiana Government Center South-First Floor.

Members present constituting a quorum: Luke Britt, Public Access Counselor; Cynthia Carrasco, Governor's Designee; Samantha Chapman, Designee for Connie Lawson, Secretary of State; Marilyn Fernandez, Acting Director, Indiana Archives and Records Administration; Tammy Glickman, Designee for Leslie Crane, Commissioner, Department of Administration; Doug Kowalski, Designee for Paul Joyce, State Examiner, State Board of Accounts; Graig Lubsen, Designee for Dewand Neely, Chief Information Officer, Office of Technology; Jacob Speer, Director, Indiana State Library.

Members absent: None.

Guests: None.

IARA staff in attendance: Amy Robinson, Records Management; Beverly Stiers, County and Local Government Records Management; Brian Taylor, Program Director, Imaging and Microfilm Lab.

18-08-15-02

NEXT MEETING

Luke Britt announced the next meeting will be held September 19, 2018 at 9:30 a.m. in Conference Room 3, Indiana Government Center South, 1st Floor.

18-08-15-03

PREVIOUS MEETING

A motion was made by Cynthia Carrasco and seconded by Doug Kowalski to approve the minutes of the July 26, 2018 meeting. Motion carried.

18-08-15-04

OLD BUSINESS

State Imaging and Microfilm Lab Fee Schedule

Brian Taylor, Program Director, Imaging and Microfilming Lab, reported following a recent approved price increase he began to receive several emails expressing concern over the new higher rates, and had one client refuse to send work.

Mr. Taylor requested a meeting with Marilyn Fernandez and Claire Horton (interim co-directors of IARA) at which time he discussed his concern over the new higher prices. Mr. Taylor was

given the go ahead to submit revised pricing based on previous figures calculating cost and labor adding 15% to cover future product increases. This change was submitted for review to the OCPR. Mr. Taylor stated these prices should be good for at least a couple of years.

After a brief discussion by the Oversight Committee, a motion was made by Cynthia Carrasco and seconded by Tammy Glickman to adopt the State Imaging and Microfilm Lab Fee Schedule as presented. Motion carried.

18-08-15-05

DIRECTOR'S REPORT

In addition to the written report furnished to the Committee, Marilyn Fernandez reported Chandler Lighty has been appointed Executive Director, Indiana Archives and Records Administration, and will assume this position on August 27, 2018.

18-08-15-06

AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULE(S)

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

None

18-08-15-07

NEW BUSINESS

None

18-08-15-08

ADJOURNMENT

There being no further business before the Committee, meeting adjourned at 9:37 a.m.