

OVERSIGHT COMMITTEE ON PUBLIC RECORDS  
Regular Meeting February 20, 2019

19-02-20-01

**CALL TO ORDER AND ROLL**

A regular meeting of the Oversight Committee on Public Records was held Wednesday, February 20, 2019. The meeting was called to order by Chairman Tammy Glickman, Designee for Leslie Crane, Commissioner, Department of Administration, at 10:00 a.m. in Conference Room 12, Indiana Government Center South-First Floor.

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

Members absent: Luke Britt, Public Access Counselor.

Guests: Marisa Smith and Melissa Lechner, Bureau of Motor Vehicles; Greg Pachmayr and Alicia Vickers, Clerk of Courts.

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

19-02-20-02

**NEXT MEETING**

Tammy Glickman announced the next meeting will be held March 20, 2019 at 10:00 a.m. in Conference Room 12, Indiana Government Center South, 1<sup>st</sup> Floor.

19-02-20-03

**PREVIOUS MEETING**

A motion was made by Samantha Chapman and seconded by Doug Kowalski to approve the minutes of the January 16, 2019 meeting. Motion carried.

19-02-20-04

**NEW BUSINESS**

None

Tammy Glickman stated that during the course of the year, the Oversight Committee on Public Records might want to consider reviewing and updating if necessary the Policies of the Oversight Committee, i.e. Electronic Records Policy.

19-02-20-05

**DIRECTOR'S REPORT**

Chandler Lighty stated he did not have anything additional to report other than what was in the Director's Report that was sent to the Committee.

19-02-20-06

**AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULE(S)**

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

## **1. FAMILY & SOCIAL SERVICE ADMINISTRATION**

### **Disability and Rehabilitative Services/Services for the Blind and Visually Impaired**

A motion was made by Graig Lubsen and seconded by Cynthia Carrasco to adopt Schedule No. 1 as submitted. Motion carried.

## **2. FAMILY & SOCIAL SERVICE ADMINISTRATION**

### **Disability and Rehabilitative Services/Vocational Rehabilitation**

A motion was made by Jacob Speer and seconded by Samantha Chapman to adopt Schedule No. 2 as submitted. Motion carried.

## **3. JUDICIAL ADMINISTRATION**

### **Clerk of the Supreme Court, Court of Appeals and Tax Court**

There were two (2) guests present from this Agency, Greg Pachmayr and Alicia Vickers.

Greg Pachmayr: We've moved away from microfilming for retention purposes and instead rely on our electronic case management system and the changes that we've brought today are to enable us to better do that. It's our understanding that the retention schedule needs to be updated so that we can send our electronic documents and files to records management so they can accept them.

Doug Kowalski: In the third to last sentence they use the term "filmed" instead of "microfilmed" – is that a term of ours? Because the courts always use "microfilm."

Amy Robinson: I'm the one who made that change; I'm just trying to save as many spaces as we can.

A motion was made by Doug Kowalski and seconded by Cynthia Carrasco to adopt Schedule No. 3 as submitted. Motion carried.

## **4. BUREAU OF MOTOR VEHICLES**

### **Driver Improvement and Safety Responsibility**

There were two (2) guests present from this Agency, Melissa Lechner and Marisa Smith.

Melissa Lechner: Purpose for retention schedule as presented is for mainstreaming and removing microfilm requirement and digitizing our records for ease of usability.

Doug Kowalski: For us lay folks, could you explain the difference between "scan" and "image?" Is that just a digital term?

Amy Robinson: No difference. We're moving away from the term "scan" and into the term "image" because most professional and commercial enterprises are using "imaging" but it means exactly the same thing.

A motion was made by Doug Kowalski and seconded by Samantha Chapman to adopt Schedule No. 4 as submitted. Motion carried.

19-02-20-07

**OLD BUSINESS**

Tammy Glickman reported there are three (3) vacancies on the Oversight Committee, Clerk of the Circuit Court or County Recorder, which was added by legislation, and then there are two (2) lay persons. Ms. Glickman stated there were a couple of suggestions brought up by the Committee and since these positions are appointed by the Governor, the names were given to Cynthia Carrasco. Samantha Chapman stated the Secretary of State's office has a great relationship with the County Recorders and could reach out to them if necessary. Ms. Glickman stated these appointments are important in having a quorum.

19-02-20-08

**ADJOURNMENT**

There being no further business before the Committee, meeting adjourned at 10:14 a.m.