

OVERSIGHT COMMITTEE ON PUBLIC RECORDS MEETING MINUTES

Regular Meeting September 18, 2019

19-09-18-1

CALL TO ORDER

A regular meeting of the Oversight Committee on Public Records was held on Wednesday, September 18, 2019. The meeting was called to order by Chairman Tammy Glickman, Designee for Lesley Crane, Commissioner, Department of Administration, at 10:01 a.m., Conference Room D, Indiana Government Center South – First Floor.

Members present constituting a quorum: Jerry Bonnet, Designee for Connie Lawson, Secretary of State; Luke Britt, Public Access Counselor; Cynthia Carrasco, Governor's Designee; Tamara Hemmerlein, lay member; Doug Kowalski, Designee for Paul Joyce, State Examiner, State Board of Accounts; Chandler Lighty, Executive Director, Indiana Archives and Records Administration; Jacob Speer, Director, Indiana State Library; Scott Uecker, professional journalist/lay member.

Members absent: Graig Lubsen, Designee for Dewand Neely, Chief Information Officer, Office of Technology; Jay Phelps, County Clerk/Bartholomew County.

Guests: none

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

19-09-18-2

NEXT MEETING

The next meeting will be held Wednesday, October 16, 2019 at 10:00a.m., Conference Room 12, Indiana Government Center, First Floor.

19-09-18-3

PREVIOUS MEEETING

A motion was made by Scott Uecker, seconded by Doug Kowalski, to approve the minutes of the August 21, 2019 meeting. Motion carried.

19-09-18-4

DIRECTOR'S REPORT

Chandler Lighty submitted the Director's Report previously distributed to the OCPD Committee for review. The report includes a narrative from Claire Horton/Archives, Marilyn Fernandez/Records Management and Kim Hagerty/Digitization & Micrographics highlighting the points from the various divisions.

Chandler Lighty introduced Meaghan Fukunaga who recently joined Indiana Archives and Records Administration as Deputy Director, Electronic Records.

Update from the previous meeting's discussion, Cynthia Carrasco and OMB had further discussions with IOT re: the H-drive retention issue. Implementation may be on hold. Meaghan will be working with Bob Clarke/IOT and his team on developing policies that address the H-drive issue.

19-09-18-5

NEW BUSINESS

No new business was introduced at this meeting.

19-09-18-6

AGENCY REQUESTS – RECORDS RETENTION AND DISPOSITION SCHEDULES

The Oversight Committee on Public Records took the following actions regarding retention and disposition schedules:

1. ALL STATE AGENCIES, GENERAL RETENTION SCHEDULE

A motion was made by Doug Kowalski, seconded by Scott Uecker to adopt Schedule 1. Motion carried.

2. FAMILY AND SOCIAL SERVICE ADMINISTRATION/Division of Aging

A motion was made by Luke Britt, seconded by Doug Kowalski to adopt Schedule 2. Motion carried.

3. DEPARTMENT OF HEALTH/Environmental Labs

A motion was made by Jacob Speer, seconded by Doug Kowalski to adopt Schedule 3. Motion carried.

19-09-18-7

OLD BUSINESS

1. Tammy Glickman – Reported the readoption of 60 IAC 3 and 4 as approved by this Committee in August has been filed. Also filed at the same time was the correction to change the name from Commission to Administration. Currently these items are posted on the Indiana register for the prescribed period of time. A notice will be received at a future date (probably November) advising the readoption and correction have been accepted. The process will be complete before the end of the calendar year as required.

2. Luke Britt – Discussion item: Agencies have approached IARA and PAC asking for an opinion about situations where an agency will have a working official document (ex: Sex Offender Registry for DOC) which has regular updates on the information retained (ex: addresses or facility information). There is a current present document with updated information as well as former revised copies that exist prior to the current document. The challenge is what to do with

the prior copies that were at one time the official document. Change occurs very regularly, almost in real time.

Department of Labor also has a similar type of registry for applicants. Their concern pertains to possible future litigation requests about information gathered at a pertinent time. What is the best manner to maintain this information?

Discussion ensued about various methods to maintain/retain this “shadow” data and the importance of making the data accessible through time.

Luke Britt thanked the members for their input. He will consider possible action items or the need for an Informal Opinion to post to the OPAC website and report back to the OCPR at a future time.

3. Cynthia Carrasco – Re: H-drive retention issue

Subsequent to the last OCPR meeting, further discussion has been held with IOT.

Action Item: for the purposes of this group there is a need for a joint policy to be developed between IARA and IOT that will address how records should be stored by all State employees. A partnership between IARA and IOT is critical to address their shared issues about record retention and storage management. The goal is to roll out education that will assist employees in knowing what the expectations are for maintaining information appropriately. The H-drive policy is still being discussed with regard to timing. Meaghan Fukunaga will provide an update for the next meeting.

19-09-18-8

ADJOURNMENT

There being no further business before the Committee, a motion was made by Cynthia Carrasco, seconded by Doug Kowalski to adjourn the meeting at 10:28a.m.