

OVERSIGHT COMMITTEE ON PUBLIC RECORDS MEETING MINUTES

Regular Meeting December 11, 2019

19-12-11-1

CALL TO ORDER

A regular meeting of the Oversight Committee on Public Records was held on Wednesday, December 11, 2019. The meeting was called to order by Chairman Tammy Glickman, Designee for Lesley Crane, Commissioner, Department of Administration at 10:01a.m., Conference Room 29, 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; Chandler Lighty, Executive Director, Indiana Archives and Records Administration; Graig Lubsen, Designee for Robert Paglia, Interim Chief Operating Officer, Office of Technology; Jacob Speer, Director, Indiana State Library; Scott Uecker, professional journalist/lay member.

Attending by call-in: Jay Phelps, County Clerk/Bartholomew County.

Members absent: Tamara Hemmerlein, lay member; Doug Kowalski, Designee for Paul Joyce, State Examiner, State Board of Accounts.

Guests: John Connell, INDOT

IARA staff in attendance: Marilyn Fernandez, Deputy Director; Meaghan Fukunaga, Deputy Director, Electronic Records; Imelda Gonzales, County/Local Government Records; Kim Hagerty, Director/Digitization & Micrographic Services; Amy Robinson, Records Management.

19-12-11-2

NEXT MEETING

The next meeting will be held Wednesday, January 15, 2020 at 10:00a.m., Conference Room 10, Indiana Government Center, First Floor.

19-12-11-3

PREVIOUS MEETING

A motion was made by Cynthia Carrasco, seconded by Scott Uecker, to approve the minutes of the October 16, 2019 regular meeting of OCPR. Motion carried.

19-12-11-4

DIRECTOR’S REPORT

Chandler Lighty submitted the Director’s Report previously distributed to the OCPR for review. The report includes a narrative from Claire Horton/Archives, Marilyn Fernandez/Records Management, Kim Hagerty/Digitization & Micrographics and Meaghan Fukunaga/Electronic Records. Item of note: Today is Statehood Day. The constitution case has been refurbished and reinstalled in the Capitol Rotunda. The Constitutions of 1816 and 1851 will be installed in the

case later today as part of the Statehood ceremony. The constitutions will be on display throughout the upcoming session of the Indiana General Assembly.

On January 16, 2020, Lieutenant Governor Crouch is organizing a suffrage event at the Statehouse. The Archives plans to display some pertinent documents in the Statehouse dealing with the attempt to secure suffrage in Indiana for that day's event.

19-12-11-5

NEW BUSINESS

1. Improving records retention compliance discussion – Meaghan Fukunaga

Updated discussion points were distributed to OCPR membership along with draft copies of Policy 19-01 and 19-02 Electronic Records Retention and Disposition. Electronic records require careful handling and it is very important permanent that electronic records are transferred to IARA in accordance with their retention schedules. IARA has concerns about the current transfer rates of electronic records. Improvement on the transfer of physical records is better but increased compliance would be beneficial. IARA would like to hear thoughts on this from the OCPR committee

Jerry Bonnet shared some of the steps enacted in the Secretary of State's office. This involved internal coordination of processes and the addition of staff to oversee records. He suggested IARA should have representation on the cybersecurity group.

IOT provides the mechanism for records storage but has not been involved in distributing records retention information. Graig Lubsen suggested exploring a joint effort between IOT and IARA to bring this issue to the attention of agencies in a timely manner.

Tammy Glickman suggested developing online training. The question is how to make this training effort mandatory for all employees getting them onboard with records retention and transfer. The suggestion was also made to automate GRPUB-2 collection at the time agencies upload documents.

Policies are being crafted along with the exploration of the development of Office 365 capabilities. These proposed policies may replace OCPR Policy #6-01 and #12-01 at some future time. The goal would be to strengthen IARA position in terms of determining what the best formats are for long term preservation. This items are presented for discussion and will be brought up for further discussion/action at a future time.

2. Use of State Seal – Chandler Lighty

Question involves the statement on IARA website that the authority for use of State Seal rests with the Indiana Archives and Records Administration. Chandler was prompted to research this further due to a recent request. Chandler distributed an extract of minutes from two previous OCPR meetings (2006 and 2013) referencing this point which leaves it open ended. No clear written policy was found granting the authority to IARA. Question for committee discussion, who should be vested with controlling the use of the State Seal?

Jerry Bonnet shared: The Secretary of State office keeps the physical state seal. The interpretation is the seal is property of the State to be used on official State documents. Someone needs to administer its commercial use. Archives is keeper of the actual artwork specifications. Complaints on improper use of the Seal are generally referred to the Office of the Attorney General.

It was agreed further research and discussion is needed. This item will be kept on the agenda of a future meeting.

19-12-11-6

AGENCY REQUESTS – RECORDS RETENTION AND DISPOSITION SCHEDULES

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

1. DEPARTMENT OF TRANSPORTATION/Assets Management

A motion was made by Jerry Bonnet, seconded by Graig Lubsen to adopt Schedule 1. Motion carried.

2. DEPARTMENT OF TRANSPORTATION/Research and Development

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

3. DEPARTMENT OF REVENUE/Tax Administration

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

(Order was changed from agenda to accommodate guest from INDOT.)

19-12-11-7

OLD BUSINESS

H Drive policy update – Meaghan Fukunaga

IARA Electronics Records division provided 3 suggestions to IOT for their further consideration/action/policy. Graig Lubsen reports space concerns are not as pressing at this point due to IOT acquiring some loaned storage space. IOT internal discussions will continue as they explore the conversion of One Drive which is underway. A test group exercise commences in four days testing automated conversion. The home drives will still be maintained in IOT's Cloud. Further updates will be available in 2020.

19-12-11-8

ADJOURNMENT

There being no further business before the Committee, a motion was made by Luke Britt, seconded by Graig Lubsen to adjourn the meeting at 10:50a.m.