

OVERSIGHT COMMITTEE ON PUBLIC RECORDS
MEETING MINUTES
Virtual meeting – Wednesday August 26 2020

20-8-26-1

CALL TO ORDER

A virtual meeting of the Oversight Committee on Public Records was held on Wednesday, August 26, 2020. The meeting was called to order by Chairman Tammy Glickman, Designee for Lesley Crane, Commissioner, Department of Administration at 10:01a.m.

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; Jim Ehrenberg, Designee for Tracy Barnes, Chief Operating Officer, Office of Technology; Jay Phelps, County Clerk, Bartholomew County.

Member absent: Scott Uecker, professional journalist, lay member

Guests: None

IARA staff in attendance: Marilyn Fernandez, Deputy Director/Records Management; Meaghan Fukunaga, Deputy Director/Electronic Records; Claire Horton, Deputy Director/Archives; Kim Hagerty, Director/Digitization & Micrographic Services; Amy Robinson, Records Management; Amy Christiansen Janicki, Records Management Liaison.

20-8-26-2

NEXT MEETING

The next meeting of the OCPR will be held on Wednesday, September 30, 2020 at 10:00a.m.
Location TBD

20-8-26-3

PREVIOUS MEETING

A motion was made by Jay Phelps, seconded by Doug Kowalski, to approve the minutes of the Wednesday, July 29 2020 regular meeting of the OCPR. Motion carried.

20-8-26-4

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, and Meaghan Fukunaga/Electronic Records.

The Micrographic Lab has moved under the supervision of Meaghan Fukunaga, Deputy Director/Electronic Records. The Records Center continues to be short staffed due to covid restrictions and the FMC. IARA is attempting to provide service to agencies in a timely manner as they continue to explore staffing alternatives.

20-8-26-5

NEW BUSINESS

No new business was introduced on this month's agenda.

20-8-26-6

AGENCY REQUESTS – RECORDS RETENTION AND DISTRIBUTION SCHEDULES

1. FSSA/Early Childhood & Out of School Learning

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

20-8-26-7

OLD BUSINESS

60 IAC 7 – Access to Health Records

Claire Horton outlined the proposed 60 IAC 7 and proposed State Form 57006 Application For Use of Medical Records at Indiana State Archives as presented to OCPR for review. Claire advises this rule and form are based on the John Hopkins procedure. The goal of this rule is to allow access to these health records housed at the State Archives whenever possible in a respectful and timely manner.

With OCPR approval of the motion, IARA will begin the process of promulgating this rule through the various required phases of adoption. Chandler Lighty, Cynthia Carrasco and Tammy Glickman will lead this process.

A motion was made by Doug Kowalski, seconded by Cynthia Carrasco, to approve the 60 IAC 7 Access to Health Records as written to begin the process of approval. Motion carried.

Chandler Lighty reports he continues to do research on 60 IAC 1.1-1-2 Religious information on individuals which is up for readoption this year and will present follow up at a future meeting. To date only one State form from Department of Correction has been identified as requesting this information.

20-8-26-8

ADJOURNMENT

There being no further business before the Committee, a motion was made by Cynthia Carrasco, seconded by Jay Phelps, to adjourn the meeting at 10:19a.m.