

OVERSIGHT COMMITTEE ON PUBLIC RECORDS
MEETING MINUTES
Regular Meeting
April 28, 2021
(Virtual Meeting)

21-4-28-1

CALL TO ORDER

A virtual meeting of the Oversight Committee on Public Records was held on Wednesday, April 28, 2021. The meeting was called to order by Chairman Tammy Glickman, Designee for Lesley Crane, Commissioner, Department of Administration, at 10:02a.m.

A roll call was conducted to determine members present constituting a quorum:

Jerry Bonnet, Designee for Connie Lawson, Secretary of State; Luke Britt, Public Access Counselor; Cynthia Carrasco, Governor's Designee; Jim Ehrenberg, Designee for Tracy Barnes, Chief Operating Officer, Office of Technology; 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.

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 & Micrographics Services; Amy Robinson, Records Management; Amy Christiansen Janicki, Records Management Liaison.

Guests: None

21-4-28-2

NEXT MEETING

The next meeting of the OCPR is scheduled to be held on Wednesday, May 26, 2021 at 10:00a.m. as a virtual meeting.

21-4-28-3

PREVIOUS MEETING

A motion was made by Doug Kowalski, seconded by Cynthia Carrasco, to approve the minutes of the last regular meeting of the OCPR held on Wednesday, March 31, 2021 as a virtual meeting. Motion carried.

21-4-28-4

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, Deputy Director/Archives, Marilyn Fernandez, Deputy Director/Records Management, Meaghan Fukunaga, Deputy Director/Electronic Records, Kim Hagerty/Director of ISML.

The General Assembly's total appropriation to IARA of \$2,033,480 for FYs 22 and 23 remained at the same level from the last biennium.

The directive from an earlier version of the budget bill that advised IARA to conduct a study to determine the cost of digitizing all records housed at the archives of historic significance or general interest to researchers was taken out of the final legislation. In the final act, a state archives building was among the potential capital expenditures listed as eligible for funding from a \$550 million capital reserve account.

21-4-28-5

NEW BUSINESS

1. Reappointment of Jerry Bonnet/Secretary of State designee

The Oversight Committee on Public Records is in receipt of a letter from the newly appointed Secretary of State Holli Sullivan appointing Jerry Bonnet as her representative on the committee. The OCPR confirms and congratulates Jerry Bonnet on his reappointment.

2. Resignation of Jay Phelps, County Clerk, Bartholomew County

The Oversight Committee on Public Records is in receipt of a letter from Jay Phelps advising he has resigned from the position of Bartholomew County clerk to take a new position with the State of Indiana. With that change in status, Mr. Phelps further resigns from his OCPR committee appointment. The OCPR confirms this resignation, congratulates Jay Phelps on his new position and extends appreciation for his service.

Suggested nominations were forwarded to the Office of the Governor for consideration. Michael Nossett, Office of the Governor, will advise on the status of a nomination for a new committee member in a timely manner.

3. Resignation of Doug Kowalski, Designee for Paul Joyce, State Examiner, State Board of Accounts

The Oversight Committee on Public Records was advised by Doug Kowalski that he is resigning from his committee appointment effective with the conclusion of today's meeting. Paul Joyce, State Examiner, State Board of Accounts will be advised to make the appointment of a new designee for that agency in a timely manner. The OCPR confirms this resignation and thanks Mr. Kowalski for his years of service.

21-4-28-6

RECORDS RETENTION AND DISPOSITION SCHEDULES (Action needed)

1. Department of Health/Chronic Disease, Primary Care and Rural Health

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

21-4-28-7

OLD BUSINESS

1. Film Verification Policy – proposed as OCPR policy 21-01

Chandler Lighty reported an email was received from Gregory Pachmayr, Clerk of the Indiana Supreme Court, Court of Appeals and Tax Court advising he has reviewed and is in agreement with the opinion of Tom Jones, Records Manager for the courts, with the proposed Film Verification policy.

A motion was made by Cynthia Carrasco, seconded by Doug Kowalski, to approve the Film Verification policy as written and to designate it as Policy 21-01. The policy will be forwarded to Tammy Glickman as chairman for signature and added to the IARA website.

21-4-28-8

ADJOURNMENT

There being no further business before the Committee, a motion was made by Doug Kowalski, seconded by Cynthia Carrasco, to adjourn the meeting at 10:15a.m.