

MEETING MINUTES

September 29th, 2021, 10: 00 a.m. Eastern Time

Indiana Archives and Records Administration

Meeting Location: IGC South Conference Center, Room 12

MEETING OF THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS

2021-09-29-1: CALL TO ORDER

A meeting of the Oversight Committee on Public Records was held on Wednesday, September 29, 2021. The meeting was called to order by Chairperson Tammy Glickman at 10:02 a.m.

A roll call was conducted to determine members present constituting a quorum: Luke Britt (Public Access Counselor), Jim Ehrenberg (Designee for Tracy Barnes, Chief Operating Officer, Office of Technology), Tammy Glickman (designee for Rebecca Holwerda, Commissioner, Department of Administration / Oversight Committee Chair), Beth Kelley (Designee for Paul Joyce, State Examiner, State Board of Accounts), Chandler Lighty (Executive Director of the Indiana Archives and Records Administration / Oversight Committee Secretary), Jacob Speer (Director of the Indiana State Library / Oversight Committee Vice-Chair), Scott Uecker (Professional Journalist / Lay Member)

Members absent: Jerry Bonnet (Designee for Holli Sullivan, Secretary of State), Cynthia Carrasco (Governor's Designee), Tamara Hemmerlein (Lay Member)

IARA staff in attendance: Claire Horton (Deputy Director, Indiana Archives), Meaghan Fukunaga (Deputy Director, Records Management), Amy Robinson (Records Analyst, Records Management)

Guests: None.

2021-09-29-2: NEXT MEETING

The next meeting of the OCPR is scheduled to be held on Wednesday, October 27, 2021, at 10:00 a.m. in Indiana Government Center South, Conference Center Room 12.

2021-09-29-3: PREVIOUS MEETING

A motion was made by Scott Uecker, seconded by Luke Britt, to approve the minutes of the last regular meeting of the OCPR held on Wednesday, August 25, 2021. Motion carried.

2021-09-29-4: DIRECTOR'S REPORT

IARA Executive Director Chandler Lighty submitted the Director's Report previously distributed to the OCPR for review. The report includes a narrative from: Claire Horton (Deputy Director, State Archives), Meaghan Fukunaga (Deputy Director, Records Management), Jackie Swihart (Deputy Director, Administration), Kim Hagerty (Director of the State Imaging and Microfilm Lab), and Samantha Putnam (Director of the State Records Center).

- IARA has two vacancies posted, for a Stores Clerk and a Records Analyst.
- The State Archives team have launched the new Research Indiana Index, a much-improved replacement for IARA's previous Digital Archives website. It received over 500 clicks via the announcement e-mail in the first 15 hours.
- Deputy Director Meaghan Fukunaga and the Office of Technology have successfully worked together to identify a solution for long-term electronic records storage.
- As part of Deputy Director Jackie Swihart's initiative to simplify and improve Forms Management, a legislative proposal to revise the governing code, IC 5-15-5.1-6, has been reviewed and approved by the Governor's office.

2021-09-29-5: OLD BUSINESS

1. Public Hearing for LSA Document 20-633 – Proposed Administrative Rule 60 IAC 5

Deputy Director Claire Horton summarized the Rule, which was modeled after the policy of the Johns Hopkins Health Archives and would create a privacy committee to approve requests for access to medical records.

The floor was opened for public comment; hearing none, the Chair called for a motion to approve the proposed Rule. Luke Britt so moved, seconded by Scott Uecker. Motion carried.

2021-09-29-6: RECORDS RETENTION AND DISPOSITION SCHEDULES (Action needed)

1. Family and Social Services Administration/Division of Family Resources/Quality Control

A motion was made by Jake Speer, seconded by Luke Britt, to adopt Schedule 1. Motion carried.

2. Lobby Registration Commission

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

3. Department of Natural Resources/Engineering

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

4. Department of Natural Resources/Fish and Wildlife

A motion was made by Scott Uecker, seconded by Luke Britt, to adopt Schedule 4. Motion carried.

5. Department of Natural Resources/Nature Preserves

A motion was made by Luke Britt, seconded by Scott Uecker, to adopt Schedule 5. Motion carried.

6. Department of Natural Resources/Reclamation

A motion was made by Jake Speer, seconded by Luke Britt, to adopt Schedule 6. Motion carried.

2021-09-29-7: NEW BUSINESS

1. None.

2021-09-29-8: ADJOURNMENT

There being no further business before the Committee, a motion was made by Luke Britt, seconded by Scott Uecker, to adjourn the meeting at 10:14 a.m. Motion carried.