NOTICE OF MEETING AND AGENDA

February 23, 2022, 10:00 a.m. Eastern Time
Indiana Archives and Records Administration

Meeting Location: Indiana Government Center South, Conference Center Room D

MEETING OF THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS

I. CALL TO ORDER

II. ROLL CALL

III. DATE OF NEXT MEETING – March 31, 2022 at 10:00 a.m.

IV. APPROVAL OF MINUTES – January 26, 2022

V. DIRECTOR’S REPORT – Chandler Lighty, Executive Director

VI. OLD BUSINESS

1. New Governor's Designee (letter)
2. Forms Management updates
3. Mailbox Retention Policy

VII. RECORDS RETENTION AND DISPOSITION SCHEDULES (Action needed)

1. County/Local: Public Libraries
2. County/Local: Treasurers
3. Department of Child Services: Child Support
4. Department of Labor: Indiana Occupational Safety and Health Administration (IOSHA)

VIII. NEW BUSINESS

1. None scheduled.

IX. MEETING ADJOURNMENT