

# NOTICE OF MEETING AND AGENDA

**February 22, 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 29, 2023 at 10:00 a.m.

**IV. APPROVAL OF MINUTES** – October 26, 2022

**V. DIRECTOR'S REPORT** – Chandler Lighty, Executive Director

### **VI. OLD BUSINESS**

1. Public Access Request Portal

### **VII. RECORDS RETENTION AND DISPOSITION SCHEDULES (Action needed)**

1. County / Local General Retention Schedule
2. County / Local: Assessors
3. County/Local: Special Districts
4. State Agencies General Retention Schedule
5. Dept. of Administration / Public Works
6. Dept. of Health / Vital Records
7. Natural Resources Commission
8. Dept. of Natural Resources / Historic Preservation
9. Dept. of Natural Resources / State Parks and Reservoirs
10. Secretary of State (agencywide)

### **VIII. NEW BUSINESS**

1. None scheduled.

### **IX. MEETING ADJOURNMENT**