

MEETING MINUTES

September 25, 2024, 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

2024-09-25-1: CALL TO ORDER

A meeting of the Oversight Committee on Public Records was held on Wednesday, September 25, 2024. The meeting was called to order by Chairperson Jake Speer at 10:03 a.m.

A roll call was conducted to determine members present constituting a quorum: Jerry Bonnet (Secretary of State's designee), Tammy Glickman (IDOA commissioner's designee), Tamara Hemmerlein (lay member / Oversight Committee vice-chair), Beth Kelley (SBOA state examiner's designee), Chandler Lighty (director of the Indiana Archives and Records Administration), Jacob Speer (director of the Indiana State Library / Oversight Committee Chair), Scott Uecker (professional journalist / lay member).

Members absent: Luke Britt (Public Access Counselor), Jim Ehrenberg (IOT chief information officer's designee), Amy Kippenbrock (county clerk or recorder appointee), Michael Nossett (governor's designee).

IARA staff in attendance: Amy Christiansen (county / local records management liaison), Meaghan Fukunaga (assistant director, Records and Information Management), Kalita López (electronic records archivist), Anna Lucas (electronic records archivist), Madison Young (county / local records analyst).

Guests: None.

2024-09-25-2: NEXT MEETING

The next meeting of the OCPR is scheduled for Wednesday, October 30, at 10:00 a.m. in Indiana Government Center South, Conference Center Room 12.

2024-09-25-3: PREVIOUS MEETING

Motion by Jerry Bonnet, seconded by Tamara Hemmerlein, to approve the minutes of the last regular meeting of the OCPR held on Wednesday, June 19, 2024. Tammy Glickman abstained. Motion carried.

2024-09-25-4: 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 Alderfer (assistant director, State Archives), Meaghan Fukunaga (assistant director, Records Management), Kim Hagerty (director of the State Imaging and Microfilm Lab), and Samantha Putnam (director of the State Records Center).

Points of interest presented to the Committee:

- Jaime Webb resigned in August; her position has been filled, to be announced at the next meeting.
- Amy Robinson resigned in August; her position has been posted and Meaghan Fukunaga is sorting through applicants.
- State Archives building construction continues on schedule.
- Archives Month will commence in October. IARA received a proclamation from the Governor. Archives Month programming will include open research hours on a Saturday, a conservation workshop, and more.

2024-09-25-5: OLD BUSINESS

1. Retention schedule controls

- a. Follow-up on suggestion from Tammy Glickman and Beth Kelley at the January OCPR meeting to implement controls in the retention schedule revision process.

- b. López continues creating the controls document. López is working with the county / local records management team to fill in some gaps in the controls, and writing it to be understandable to anyone, the goal being for the new state records analyst to look at it and provide feedback from a fresh perspective.
- c. This will be an internal RIM document but will be shared with OCPR.

2024-09-25-6: RECORDS RETENTION AND DISPOSITION SCHEDULES (Action needed)

1. County / Local General:

- a. **Discussion:** Tammy Glickman questions if this schedule has similarities to the state general schedule. Meaghan Fukunaga explains there is much similarity since these are general records, the only differences being in descriptions. Amy Christiansen adds that when the county / local general schedule is updated, the state general schedule is considered to make the two comparable. Fukunaga adds that the reverse is also true. Glickman thanks Christiansen and Fukunaga for their explanations.
- b. **Note:** This schedule was previously approved by OCPR in June 2024 but had a metadata issue; the schedule is the same but without the metadata issue.
- c. **Action:** motion to adopt by Tammy Glickman, seconded by Jerry Bonnet. Motion carried.

2. **County / Local Cities and Towns:** motion to adopt by Tammy Glickman, seconded by Jerry Bonnet. Motion carried.

3. **Department of Health / Minority Health:** motion to adopt by Scott Uecker, seconded by Tamara Hemmerlein. Motion carried.

4. **Bureau of Motor Vehicles / Branch Operations and Bureau of Motor Vehicles Commission:** motion to adopt by Tammy Glickman, seconded by Jerry Bonnet. Motion carried.

5. **Bureau of Motor Vehicles / Driver Improvement and Safety Responsibility:** motion to adopt by Tammy Glickman, seconded by Jerry Bonnet. Motion carried.

6. **Bureau of Motor Vehicles / Driver Services Division:** motion to adopt by Tammy Glickman, seconded by Jerry Bonnet. Motion carried.

2024-09-25-7: NEW BUSINESS / DISCUSSION (Action needed)

1. Indiana State Archives' fee schedule:

- a. **Discussion:** Tammy Glickman questions what changes are being made to the fee schedule. Chandler Lighty explains that the changes are minor but are price increases. Lighty apologizes for not including the old fee schedule to compare and opens it electronically to explain the differences. Glickman adds that the prices seem very reasonable, but questions if the increase is enough to cover inflation and labor. Lighty explains that changes were made to include services that are being provided but were previously not covered. Lighty goes through the schedule and expands on the changes. Paper photocopies and scans pricing has no change; existing digital images, or scans of already-created images, were added for a lower price. Large format prints pricing is similar; microfilm copies price decreased because of decreased demand. Pricing for out of state patrons remains the same; aerial photograph research fees were removed because they are being digitized to be made available free online. Jerry Bonnet questions how IARA sets these prices. Lighty explains that per Indiana Code IARA can set them with OCPR approval. Scott Uecker questions a statement on it allowing phone, camera, or flash drive use in the State Archives with permission from the archivist on duty and how that is managed. Lighty explains this is generally allowed, with this caveat if needed to deal with privacy and confidentiality. Glickman adds that the Indiana Code citation allowing IARA to set prices with OCPR approval is IC 5-15-5.1-19d. Tamara Hemmerlein adds that at the Indiana Historical Society, fees are charged by the user, and these fees are in line with those charged by IHS. Lighty adds that this was last approved in January 2019; when revising, IARA did research fees at other institutions. Beth Kelley wonders if the fees go into a fund; she and Glickman question if the fees are enough to recoup the costs. Lighty explains that the fees go into a non-reverting fund, and most of the cost is recouped. Jacob Speer and Hemmerlein add that it is also about providing access to the materials, not just cost. Glickman suggests bringing the fee schedule back to OCPR to address any pain points that may arise. Lighty agrees; he explains that for the bulk of the requests, the fees are sufficient.

- b. **Action:** motion to adopt by Jerry Bonnet, seconded by Tammy Glickman. Motion carried.

2024-09-25-8: ADJOURNMENT

There being no further business before the Committee, a motion was made by Tammy Glickman, seconded by Scott Uecker, to adjourn the meeting at 10:23 a.m. Motion carried.