

# MEETING MINUTES

**November 13, 2024, 10:00 a.m. Eastern Time**

**Indiana Archives and Records Administration**

**Meeting Location:** IGC South Room Foyer 3 East

## MEETING OF THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS

### 2024-11-13-1: CALL TO ORDER

A meeting of the Oversight Committee on Public Records was held on Wednesday, November 13, 2024. The meeting was called to order by Chairperson Jake Speer at 10:00 a.m.

**A roll call was conducted to determine members present constituting a quorum:** Luke Britt (Public Access Counselor), Jim Ehrenberg (IOT chief information officer'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), Michael Nossett (governor's designee), Jacob Speer (director of the Indiana State Library / Oversight Committee Chair), Scott Uecker (professional journalist / lay member). Jerry Bonnet (Secretary of State's designee) also attended after roll call was completed.

**Members absent:** Amy Kippenbrock (county clerk or recorder appointee).

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

**Guests:** None.

### 2024-11-13-2: NEXT MEETING

The next meeting of the OCPR is scheduled for Wednesday, January 25, 2025, at 10:00 a.m., location to be decided.

### 2024-11-13-3: PREVIOUS MEETING

Motion by Tammy Glickman, seconded by Scott Uecker, to approve the minutes of the last regular meeting of the OCPR held on Wednesday, September 25, 2024. Motion carried.

### 2024-11-13-4: 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:

- Jill Weiss Simins from the State Library transferred to IARA. Her position includes outreach and creating exhibits for the new building.
- Amy Christiansen and Madison Young received the Governor's Award for their work on county / local records management.
- Ann Young was hired as the state records management liaison. Her job duties include assisting state agencies with records management and revising state records retention schedules.
- Chandler Lighty and Claire Alderfer walked the new Archives building. The construction is impressive. The building will be closed up for the winter months.

### 2024-11-13-5: OLD BUSINESS

1. **None.**

### 2024-11-13-6: RECORDS RETENTION AND DISPOSITION SCHEDULES (Action needed)

1. **State Agencies General Retention Schedule:** motion to adopt by Luke Britt, seconded by Tammy Glickman. Motion carried.
2. **Department of Education / Compensatory Education:** motion to adopt by Tammy Glickman, seconded by Luke Britt. Motion carried.
3. **Department of Education / Educational Information Systems:** motion to adopt by Tammy Glickman, seconded by Luke Britt. Motion carried.
4. **Department of Education / English Learners and Migrant Education:** motion to adopt by Tammy Glickman, seconded by Luke Britt. Motion carried.
5. **Department of Education / School Finance:** motion to adopt by Tammy Glickman, seconded by Luke Britt. Motion carried.
6. **Department of Education / Student Services:** motion to adopt by Tammy Glickman, seconded by Luke Britt. Motion carried.
7. **Department of Education / School Food and Nutrition:** motion to adopt by Tammy Glickman, seconded by Luke Britt. Motion carried.
8. **Department of Education / School Transportation:** motion to adopt by Tammy Glickman, seconded by Luke Britt. Motion carried.
9. **Department of Child Services / Child Welfare:** motion to adopt by Tamara Hemmerlein, seconded by Scott Uecker. Motion carried.
10. **Office of Technology:** motion to adopt by Jim Ehrenberg, seconded by Luke Britt. Motion carried.

#### **2024-11-13-7: NEW BUSINESS / DISCUSSION**

1. Chandler Lighty explained that a meeting location has not yet been announced for the next meeting because of concerns over meeting a quorum due to the administration change.
2. Michael Nossett announced that the Governor is happy to reappoint Tamara Hemmerlein, Amy Kippenbrock, and Scott Uecker if they would like to continue to serve on the committee.

#### **2024-11-13-8: ADJOURNMENT**

There being no further business before the Committee, a motion was made by Scott Uecker, seconded by Michael Nossett, to adjourn the meeting at 10:09 a.m. Motion carried.