

MEETING MINUTES

March 26, 2025, 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

2025-03-26-1: CALL TO ORDER

A meeting of the Oversight Committee on Public Records was held on Wednesday, March 26, 2025. The meeting was called to order by Chairperson Jake Speer at 10:01 a.m.

A roll call was conducted to determine members present constituting a quorum: 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: Jerry Bonnet (Secretary of State's designee), Amy Kippenbrock (county clerk or recorder appointee),

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), Ann Young (state records management liaison), Madison Young (county / local records analyst). **Guests:** None.

2025-03-26-2: NEXT MEETING

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

2025-03-26-3: PREVIOUS MEETING

Motion by Tammy Glickman, seconded by Scott Uecker, to approve the minutes of the last regular meeting of the OCPR held on Monday, February 17, 2025. Motion carried.

2025-03-26-4: 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:

- April is Records and Information Management (RIM) month. The RIM division has various activities planned and received a proclamation from the Governor designating April as RIM month.
- There is no major legislation affecting IARA duties this session. There is one bill regarding the confidentiality of birth and stillbirth records, increasing the confidentiality period from seventy-five years to ninety-nine years.
- The new building is moving ahead. Recently, the high-density mobile shelving rails in the stacks were being installed. Furniture design is taking place, and soon IARA will begin the requests for proposal for moving the archives from 30th St to downtown.

2025-03-26-5: OLD BUSINESS

1. Election of Officers

- a. Tammy Glickman questioned if there was any news on the vacant OCPR members. Chandler Lighty reported the vacancies to Steve Carter at the Governor's office, but he likely has a large task of many appointments to fill. Lighty added that the new Public Access Counselor is set to start soon, and that position is in statute, required to serve on the OCPR. The Interim Director at IOT had a designee in mind to fill that vacancy, but no designation has yet been made. Glickman wondered about the Governor's

designee. Lighty said that the Governor's Office is aware of the three gubernatorial appointees and the Governor's designee.

- b. Jake Speer questioned if the Election of Officers should be postponed until the OCPR has more members. Lighty suggested waiting until at least the next regular meeting of the OCPR when the new PAC will be onboard.

2025-03-26-6: RECORDS RETENTION AND DISPOSITION SCHEDULES (Action needed)

1. County / Local: Cities & Towns (CT)

- a. Beth Kelley asked what changed on this schedule that needed approval. Tammy Glickman had the same question when reviewing the schedule but noticed that the only change was adding a zero in the record series number. Glickman wondered if such a minor change needed approval from the OCPR. Meaghan Fukunaga said yes, this approval is necessary since the record series number is a unique identifier. Lighty added that it is good to have this recorded for when the change was made.
- b. Meaghan Fukunaga added that the two state forms at the front of the retention schedule packets are being combined and will include a section for an explanation of changes to the retention schedule, hopefully making the updates clearer. Amy Christiansen said that as the county/local retention schedules are updated, there will likely be more record series numbers with a zero added to standardize.
- c. Motion to adopt made by Tammy Glickman, seconded by Beth Kelley. Motion carried.

2. County / Local: Public-Private Agreement Operators (PPA): motion to adopt made by Tamara Hemmerlein, seconded by Beth Kelley. Motion carried.

3. Department of Homeland Security / Fire and Building Safety: motion to adopt made by Tammy Glickman, seconded by Scott Uecker. Motion carried.

4. State Fair Commission / Agencywide: motion to adopt made by Tammy Glickman, seconded by Tamara Hemmerlein. Motion carried.

2025-03-26-7: NEW BUSINESS / DISCUSSION

1. **None.**

2025-03-26-8: ADJOURNMENT

There being no further business before the Committee, a motion was made by Tammy Glickman, seconded by Beth Kelley, to adjourn the meeting at 10:13 a.m. Motion carried.