

MEETING MINUTES

June 25, 2025, 10:00 a.m. Eastern Time

Indiana Archives and Records Administration

Meeting Location: IGC South Conference Center, Room F

MEETING OF THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS

2025-06-25-1: CALL TO ORDER

A meeting of the Oversight Committee on Public Records was held on Wednesday, June 25, 2025. The meeting was called to order by Chair Jake Speer at 10:02 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), Jennifer Ruby (Public Access Counselor), Jacob Speer (director of the Indiana State Library / Oversight Committee Chair), Scott Uecker (professional journalist / lay member).

Members absent: 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.

2025-06-25-2: NEXT MEETING

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

2025-06-25-3: PREVIOUS MEETING

Motion by Tammy Glickman, seconded by Tamara Hemmerlein, to approve the minutes of the last regular meeting of the OCPR held on Wednesday, March 26, 2025. Motion carried.

2025-06-25-4: 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:

- IARA received a 5% budget cut and a 5% reversion.
- The new building is making good progress, with the agency still set to move in 2026. Almost the entire agency was able to tour the construction site. IARA is almost ready to submit the RFI. Indy Star did a profile on the new building, with Claire Alderfer taking point. IARA currently has two summer interns from the University of Indianapolis, one at the Archives and one with Records Management.

2025-06-25-5: OLD BUSINESS

1. Election of Officers

- a. Jake Speer questioned if the Election of Officers should take place or be postponed once again. Chandler Lighty said that the Committee was still short designees from the Governor's Office and the Office of Technology, and he can get a designee for the Office of Technology by the next meeting. Beth Kelley wondered what the duties of the Chair entailed. Speer replied that all he does is run the meeting based on the agenda provided. The Committee decided to hold elections.
- b. Tammy Glickman nominated Beth Kelley as Chair, seconded by Scott Uecker. Motion carried. Discussion followed on if the Vice Chair should become Chair once their term is completed. Glickman rescinded her

- nomination of Kelley as Chair and nominated Tamara Hemmerlein as Chair. Uecker followed suit and rescinded his second and seconded Hemmerlein's nomination as Chair. Motion carried.
- c. Glickman nominated Kelley as Vice Chair, seconded by Uecker. Motion carried.

2025-06-25-6: RECORDS RETENTION AND DISPOSITION SCHEDULES (Action needed)

1. **Judicial Administration / Clerk of the Supreme Court:** motion to adopt made by Tammy Glickman, seconded by Jerry Bonnet. Motion carried.
2. **Bureau of Motor Vehicles / Vehicles and Fulfillment Division:** motion to adopt made by Tammy Glickman, seconded by Scott Uecker. Motion carried.

2025-06-25-7: NEW BUSINESS / DISCUSSION

1. Public Access Counselor appointment

- a. The Committee welcomes Jennifer Ruby to the Oversight Committee on Public Records.

2. Update to SF 39443

- a. Meaghan Fukunaga explained the reasoning for this update was because of controls. Two state forms that are used in retention schedule packets were combined for ease of use, allowing for a high-level summary. This update provides a clear view of what was changed on the retention schedule and why, which will help the Records and Information Management Division when creating retention schedule histories. Fukunaga added that she is open to feedback on the updated state form. Tammy Glickman said that she likes the update.

3. Live Stream Procedures

- a. Fukunaga explained that due to the new law that goes into effect on July 1, public meetings must be live streamed. These procedures are for this committee going forward and will likely change. Fukunaga and Madison Young will have some procedures for the day of and during the meeting. Fukunaga further explained that these procedures are based on procedures from Indianapolis Public Schools. Jake Speer added that these procedures are very similar to those at the Indiana State Library.

2025-06-25-8: ADJOURNMENT

There being no further business before the Committee, a motion was made by Tammy Glickman, seconded by Jennifer Ruby, to adjourn the meeting at 10:18 a.m. Motion carried.