

**AGENDA**

January 21, 1:30 P.M.

Indiana Commission on Public Records

Room E418, Indiana Government Center South

**MEETING OF THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS**

- I. CALL TO ORDER
- II. DATE OF NEXT MEETING (February 18, 2004)
- III. APPROVAL OF MINUTES (November 19, 2003)
- IV. OLD BUSINESS
  - 1. PUBLICATION OF NONRULE POLICY DOCUMENTS
  - 2. COM (COMPUTER OUTPUT MICROFICHE)
- V. DIRECTOR'S REPORT
- VI. PUBLIC RECORDS REQUEST AND RECORDS RETENTION AND DISPOSITION (Action Needed)
  - 1. DEPARTMENT OF WORKFORCE DEVELOPMENT
    - UI Tax and Benefits Payments Section.....10/29/03
  - 2. INDIANA DEPARTMENT OF TRANSPORTATION
    - Land Acquisition Division.....10/29/03
- VII. NEW BUSINESS
  - 1. ELECTION OF OFFICERS
- VIII. MEETING ADJOURNMENT