

OVERSIGHT COMMITTEE ON PUBLIC RECORDS
Regular Meeting August 16, 2006

06-08-16-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, August 16, 2006. The meeting was called to order by Chairperson Liz Keele, Designee for Todd Rokita, Secretary of State, at 1:30 p.m. in E418, Indiana Government Center South. Members present constituting a quorum: Pam Bennett, Director, Indiana Historical Bureau; Caroline Bradley, representing Chris Cotterill, Designee for Karl Browning, Director, Indiana Office of Technology; Jim Corridan, Director & State Archivist, Indiana Commission on Public Records; Karen Davis, Public Access Counselor; John Jacob, Designee for Bruce Hartman, State Examiner, State Board of Accounts; Kevin Ober, Designee for Carrie Henderson, Commissioner, Department of Administration; Anita Samuel, Governor's Office; and Nancy Turner, lay member. Absent: Roberta Brooker, Interim Director, Indiana State Library. Commission staff in attendance: Larry Hummel and Amy Robinson, Records Management; Beverly Stiers, County and Local Records Management. Guests in attendance: None.

06-08-16-02

NEXT MEETING

Liz Keele announced the next meeting would be held September 20, 2006 at 1:30 p.m. in Room E418, IGCS.

06-08-16-03

PREVIOUS MEETING

Pam Bennett stated on page 3, paragraph starting with Jim Corridan, it stated ICPR will flush out the language, and this should be flesh out, and with this correction, Ms. Bennett moved approval of the minutes as amended of the July 19, 2006 meeting. Nancy Turner seconded. Motion carried.

06-08-16-04

OLD BUSINESS

None

06-08-16-05

DIRECTOR'S REPORT

Jim Corridan stated in addition to the written report distributed to the members with their packets, he would like to report that the Records Center has been slightly understaffed recently and they are working hard to catch up. Mr. Corridan stated they have quite a bit of destruction of records to do which ties in with another discussion we will be having today. Mr. Corridan stated we have taken in almost 65% of the Toll Road's records from the lease of the Toll Road, and the Lottery has also transferred all of their records which used to be stored in a separate warehouse. Mr. Corridan also reported they are taking in records from Intelenet.

06-08-16-06

AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULES(S)

The Oversight Committee on Public Records took the following action regarding retention and disposition schedules.

1. INDIANA COMMISSION ON PUBLIC RECORDS.....06/09/06
County Coroner General Retention Schedule (CCGRS)

In regard to Schedule No. 1, Indiana Commission on Public Records, County Coroner General Retention Schedule (CCGRS), there being no questions or comments, a motion was made by Jim Corridan and seconded by Karen Davis to approve Schedule No. 1 as submitted. Motion carried.

06-08-16-07

NEW BUSINESS

Jim Corridan stated he distributed a draft proposal that the Commission on Public Records is planning to distribute to all State Agencies located in Marion County. Mr. Corridan stated they have talked to the Department of Administration, the Budget Agency and the Governor's office. Mr. Corridan stated they want to make sure that confidential records are actually being destroyed in a manner that would comply with the requirements for the State and Federal Government where appropriate.

Caroline Bradley asked if this was for paper records and Mr. Corridan replied yes. Mr. Corridan stated there have been a couple of issues that have arisen where it appears maybe everything is not being properly destroyed.

Jim Corridan suggested the following language changes – at the beginning where it says it is effective August, 2006, this will be changed to September 1 and then change wording to say contracts will not be renewed after September 1 and this only applies to Marion County. Karen Davis asked if a clause could be added to the third paragraph stating these contracts are specifically for the destruction of public records. Mr. Corridan asked so it should read contracts specifically for destruction of public records shall not be renewed after September 1, 2006. Mr. Corridan stated for clarity standpoint in the minutes, this does not affect someone buying a shredder for their office – we are talking about contracts to do bulk record destruction. Jim Corridan made a motion to adopt the Shredding of Confidential Records with the suggested changes, seconded by Nancy Turner. Motion carried.

Also under New Business, Pam Bennett distributed a program for the “Abraham Lincoln Was a Hoosier.” Ms. Bennett stated this is the exhibit that the Commission on Public Records, specifically the State Archives, the State Library and the Historical Bureau put together for a special meeting for Chief Justices and State Court Administrators from around the Country. Ms. Bennett stated the speaker was one of the Chief Justices, Frank J. Williams from Rhode Island, who is a Lincoln specialist. Ms. Bennett stated this meeting was held in the State Library and the exhibit is on display until August 25, 2006. Ms. Bennett stated this may or may not be put together again, and there are some really neat things which have never been seen before. Ms. Bennett stated it is really quite interesting and encourages everyone to go see this exhibit.

Mr. Corridan stated he also wanted to invite the Committee to a reception marking the closing of the Lincoln exhibit, which will be held on August 27, 2006. Mr. Corridan stated this is a wine and cheese reception sponsored by the Friends of the State Archives to help raise money to pay for a study to look into the cost of building a new State Archives. This will be held on Sunday from 3 to 5 p.m. at the State Library.

06-08-16-08

ADJOURNMENT

There being no further business, Pam Bennett moved that the meeting be adjourned. Karen Davis seconded. Motion carried. Meeting adjourned at 1:50 p.m.