

OVERSIGHT COMMITTEE ON PUBLIC RECORDS  
Regular Meeting March 21, 2007

07-03-21-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, March 21, 2007. 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: Elizabeth Barrett, Designee for Carrie Henderson, Commissioner, Department of Administration; Pam Bennett, Director, Indiana Historical Bureau; Roberta Brooker, Interim Director, Indiana State Library; Jim Corridan, Director & State Archivist, Indiana Commission on Public Records; Caroline Bradley for Chris Cotterill, Designee for Karl Browning, Director, Indiana Office of Technology; Karen Davis, Public Access Counselor; John Jacob, Designee for Bruce Hartman, State Examiner, State Board of Accounts; Anita Samuel, Governor's Office; Nancy Turner, lay member. Members absent: None. Commission staff in attendance: Jeff Roeder, Deputy Director, Commission on Public Records; Larry Hummel and Amy Robinson, Records Management; Beverly Stiers, County and Local Records Management. Guests in attendance: Rudy Cansino, Alan Dunn, and Neal Carnes, Indiana State Department of Health; Teresa Blalock, Indiana Department of Labor; and Scott Huffman, FSSA.

07-03-21-02

NEXT MEETING

Liz Keele announced the next meeting would be held April 18, 2007 at 1:30 p.m. in E418, Indiana Government Center South. The Oversight Committee did not convene in February, 2007.

07-03-21-03

PREVIOUS MEETING

Pam Bennett moved approval of the minutes of the January 17, 2007 meeting as presented. Nancy Turner seconded. Motion carried.

07-03-21-04

OLD BUSINESS

None

07-03-21-05

DIRECTOR'S REPORT

Jim Corridan stated in addition to the written reports included in the packets, he did want to mention that the Commission on Public Records is moving forward with the consolidation of record series numbers within retention schedules; thus, there are five (5) to approve today with many more to come. Mr. Corridan stated in addition he is happy to announce that the Commission on Public Records has opened two (2) new offices, one in Michigan City and the other in South Bend. The Commission has been working with the Governor's office, Department of Administration, Indiana Finance Authority and Indiana Department of Transportation to use the services of former toll road employees to work with the records that were backlogged at the State Archives. The estimation is a 30 year backlog may take as few as four years to complete. The South Bend office opened Monday (March 19<sup>th</sup>) and the Michigan City office opened previously. An invitation was extended to the OCPR Committee should they wish to visit.

07-03-21-06

AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULES(S)

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

1. COMMISSION ON PUBLIC RECORDS.....02-15-07  
Administration, Fiscal and Human Resources
2. DEPARTMENT OF LABOR.....02-23-07  
Commissioner's Office
3. STATE DEPARTMENT OF HEALTH..... 02-23-07  
HIV-STD Division
4. STATE DEPARTMENT OF HEALTH..... 02-28-07  
Sanitary Engineering
5. FAMILY AND SOCIAL SERVICES ADMINISTRATION.....03-06-07  
Department of Human Services, Personnel Division

In regard to Schedule No. 1, Commission on Public Records, Administration, Fiscal and Human Resources, Jim Corridan stated either items are out of date or they are being moved to the General Retention Schedule which has previously been discussed. There being no questions or comments, a motion was made by Pam Bennett and seconded by Chris Cotterill to approve Schedule No. 1 as submitted. Motion carried.

In regard to Schedule No. 2, Department of Labor, Commissioner's Office, Amy Robinson introduced Teresa Blalock from this Agency. Jim Corridan stated he did have a question and asked if Ms. Robinson would check into this for the Committee. Mr. Corridan stated at the back of these schedules there is a reference to records that are supposed to be sent to the State Archives and so there is a Record Series here that is not being transferred to the State Archives. Mr. Corridan stated 85-746 looks like it is in compliance, but the other four (4) groups are not getting to the State Archives. Mr. Corridan stated it may be that these records are no longer created, which means we should probably get rid of them. Amy Robinson stated they are, and everything on this schedule they have gotten rid of except for two (2) record series. Mr. Corridan stated if there are old records that exist it might be appropriate to follow the retention schedule and get them to the State Archives. Ms. Robinson stated the only one that remains on the schedule that is listed on the compliance audit is the 100% compliance. Mr. Corridan asked if there are older records that exist in the other categories and Ms. Robinson stated there may be. There being no further questions or comments, a motion was made by Pam Bennett and seconded by Anita Samuel to approve Schedule No. 2 as submitted. Motion carried.

In regard to Schedule No. 3, State Department of Health, HIV-STD Division, Larry Hummel introduced Rudy Cansino, Records Coordinator and Neal Carnes from this Agency. Mr. Carnes stated previous to 1998 this grant was administered by a sub-contractor. Mr. Carnes stated they ended that sub-contract relationship and pulled the program in-house. Mr. Carnes stated it was then determined that this program was better administered by Indiana Housing and Community Development Authority rather than the State Department of Health. Mr. Carnes stated they have kept records over the years that they administered and given this transfer, he called Mr. Hummel because he was not sure they should apply their existing records retention schedule to these files or create a one-time records retention schedule. Mr. Carnes stated they decided it would be better to create a one-time schedule to deal with those records. Mr. Hummel stated it is not something that is on-going by the State

Department of Health. Mr. Hummel stated if it was added to their existing retention schedule for the Division, that does indeed imply that they are creating and maintaining certain records.

There being no further questions or comments, a motion was made by Nancy Turner and seconded by John Jacob to approve Schedule No. 3 as submitted. Motion carried.

In regard to Schedule No. 4, State Department of Health, Sanitary Engineering, Larry Hummel introduced Alan Dunn from the State Department of Health. Jim Corridan asked about the archival records. Rudy Cansino stated he had emailed Larry Hummel in response to that and stated they have transferred some of the records to the State Archives. Larry Hummel stated nothing shows up in the accession database, and he contacted Dr. Alan January about this and his comment was there could be accessions that indeed would not be listed in that database. The Sanitary Engineering says that they did transfer some records. Mr. Corridan stated it is a good thing they are working on that backlog.

There being no further questions or comments, a motion was made by Pam Bennett and seconded by Karen Davis to approve Schedule No. 4 as submitted. Motion carried.

In regard to Schedule No. 5, Family and Social Services Administration, Department of Human Services, Personnel Division, Scott Huffman was introduced from that Agency. Larry Hummel stated it was pretty simple deleting items because everything is obsolete and replaced by the General Retention Schedule. There being no questions or comments, a motion was made by Nancy Turner and seconded by Elizabeth Barrett to approve Schedule No. 5 as submitted. Motion carried.

07-03-21-07

#### NEW BUSINESS

Liz Keele stated she wanted to publicly thank everyone for attending the meeting. Ms. Keele stated in the four (4) years she has been on the Oversight Committee there has not been a full group at any of the previous meetings and this is overwhelming.

07-03-21-08

#### ADJOURNMENT

There being no further business, Chris Cotterill moved that the meeting be adjourned. John Jacob seconded. Motion carried. Meeting adjourned at 1:43 p.m.