

OVERSIGHT COMMITTEE ON PUBLIC RECORDS  
Regular Meeting September 19, 2007

07-09-19-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, September 19, 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; Jim Corridan, Director & State Archivist, Indiana Commission on Public Records; John Jacob, Designee for Bruce Hartman, State Examiner, State Board of Accounts; Heather Neal, Public Access Counselor; Nancy Turner, lay member. Members absent: Roberta Brooker, Director, Indiana State Library; Chris Cotterill, Designee for Gerry Weaver, Director, Indiana Office of Technology; Anita Samuel, Governor's Office. 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: Mike Pavese, Department of Correction; Mary Davidsen and Maureen Johnson, Office of Environmental Adjudication.

07-09-19-02

NEXT MEETING

Liz Keele announced the next meeting would be held October 17, 2007 at 1:30 p.m. in E418, Indiana Government Center South.

07-09-19-03

PREVIOUS MEETING

Pam Bennett moved approval of the minutes of the August 15, 2007 meeting as presented. Jim Corridan seconded. Motion carried.

07-09-19-04

OLD BUSINESS

None

07-09-19-05

DIRECTOR'S REPORT

Jim Corridan reported in addition to the report filed in writing, the Commission on Public Records continues to work with the Department of Administration on the Pitney Bowes print mail consolidation efforts and the shifting of Forms Distribution to Pen Products, perhaps as early as the end of September. Mr. Corridan stated Forms Distribution will no longer exist within ICPR, which affects three (3) positions which will be transitioned into the Commission on Public Records. Mr. Corridan reported also there is a transition that will be occurring after that within Forms Management and the process in which forms are created within the State of Indiana. Mr. Corridan stated that is not all worked out yet and at this point they are not sure what impact that will have on making the process much more efficient and quicker. Mr. Corridan stated it looks like the entire process will be electronic, so if you want to review a form or reprint a form, it will be much simpler to do that. Mr. Corridan stated it will probably take a day or two to have that done instead of a week. Mr. Corridan reported the development of new forms or revision of existing forms will be streamlined and again electronically based.

Jim Corridan reported that a \$10,000 grant from the Federal Government was received for the State Historic Records Advisory Board's administrative costs, which the Commission on Public Records helps staff.

Jim Corridan reported that October is Archives Month for the Nation, and Indiana will be doing something, perhaps a poster, to help celebrate and acknowledge this is Archives Month.

Pam Bennett stated in Mr. Corridan's written Director's Report for August, 2007, it was reported that a trip was made to Clay County about records stored in semi trailers and she was just curious as to what kind of records were found. Mr. Corridan stated we are often called upon to help local units of government better manage and take care of their records, and so in Clay County we have come into a situation where they have two (2) trailer loads of county records that were boxed away years ago and are now molding. Mr. Corridan stated maybe a third of them are permanent records and required to be retained in perpetuity by the county. Mr. Corridan stated the other two-thirds have now been destroyed. Mr. Corridan stated four (4) staff members were sent last week, Wes Carmony and Jean Bennett from the State Archives, Beverly Stiers and Jeff Roeder, and also Tom Jones from State Court Administration to Clay County to help them go through those records in the trailers (down to about one-half trailer now). Mr. Corridan stated the next step is to go through the records that are permanent and help them come up with a strategy to get them cleaned and stored properly. Beverly Stiers reported the records that are permanent were mostly tax duplicates, court records, and some Recorder's records, such as Entry Books and Township Trustee Annual Reports. Mr. Corridan stated some of the records date back to the 1800's. Ms. Stiers reported there was also someone there from the local Historical Society and looked at the non-permanent records to determine if they wanted any of them. Mr. Corridan stated he did not know if we brought this up the Oversight Committee, but last year we had a similar occurrence in Shelby County and probably end up with one or two of these kinds of calls in a year. Mr. Corridan stated the Federal Government is working on creating a strategy, actually the library system is the Federal Government's solution of library support to address the issues of historic records and permanent records and how local Government should maintain the records better. Mr. Corridan stated there may actually be some grant funding coming in the next few years to help us with this. Mr. Corridan stated the National Archives is very interested in that, as well as the Council of State Archivists, and IMLS, which is the Institute of Museums and Library Science, and the Federal Government is also interested in funding this, so there is a \$40,000 grant that is coming to the State this year, specifically on preservation of historical documents and collections.

John Jacob asked if there was any discussion on a uniform authority for media storage. Jim Corridan stated the Federal Government has contracted with Lockheed Martin to develop a \$350,000,000 electronic records managements system. Mr. Corridan stated the original model was that when they have this developed then the Federal Government would share with the States and he is not sure that is where they are going to end up and he is not sure what the end product of this will be. Mr. Corridan reported the States have been working to try and come up with a solution and different States have moved in too many different directions. Mr. Corridan stated ultimately, in five or ten years, there will be a solution of how to manage these. Mr. Corridan stated the State Archives at this point is looking at buying a 16 terabyte server to house tremendous volumes of the State's electronic records on a server that is maintained probably off site and out of the Central Indiana area, so there is effective backup structure for those records and that is where they are headed right now. Mr. Corridan stated it is not the correct answer, but that is the answer they have at the time. Mr. Corridan stated they are continually losing electronic records because there is no plan in place and so even if this is not the perfect plan, at least they will have stuff. Mr. Corridan stated there will be issues because the software we are using in 2007 or that was written in 2003 or whatever is going to come to us maybe extremely difficult to access in 2027, not to mention 2107, but at least we will retain things which is a step ahead of where we are today.

Pam Bennett stated back to Clay County, she is just curious, because the permanent records – are they intending to keep them in the courthouse or are they going to offer them to the local Historical Society or are they coming to the State Archives? Beverly Stiers stated right now they are planning another meeting, to which Jim Corridan will be invited, to decide what steps need to be taken – initial cleaning and then hopefully they will be microfilmed and then according to their retention schedules, once<sub>2</sub> they are filmed according to 60 IAC 2 and page by page verification is done, then the originals can be destroyed with our approval, of course. Ms. Stiers stated once they are cleaned up, they may want to

keep the originals. Ms. Bennett stated the local historical organization would probably want them depending on their capacity. Jim Corridan stated there have been instances where the local historical organization has wanted to obtain some records, but the State Archives has ended up getting them instead because of their value. Mr. Corridan stated the Clay County Commissioners and office holders realize these are important records but they do not have capacity to store them properly, so the office holders more than the Commissioners are looking at microfilming as an answer because there is not microfilming actively at that county at all, so there are Recorder's records, Clerk's records, all that should be backed up, so it would be addressing some other issues at the same time, and it is a matter of the Council and Commissioners buying off on it.

Jim Corridan then stated back to John Jacob, with the use of the County Clerk and County Recorder records perpetuation funds, the money in theory is there for all counties to be able to maintain and store their records correctly, but the funds get allocated in ways that are indirectly related to the intent of the law. Mr. Corridan stated they are understaffed in the Recorder's office and the County Council has cut back, so the real theory behind these funds is not being met by the office holders. Mr. Corridan stated he is sure the State Board of Accounts will fix that.

Pam Bennett stated it is just interesting in terms of accessibility of those records, because in the research that they do, being able to access Recorder's records in the counties will be very, very helpful, obviously. Mr. Corridan stated what is interesting is the whole issue of public access came up and they understand the issue and what they said is that these records are not accessible, they were dangerous in their present condition to your health to get to them, but he did not suspect it is probably an exception to the rule. Ms. Stiers stated the records were on skids and shrink wrapped, so no one could have seen them as they were and Mr. Corridan stated there was no way to know what was where until we went in and restacked them.

07-09-19-06

AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULES(S)

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

1. DEPARTMENT OF CORRECTION.....08-13-07  
Ombudsman
  
2. OFFICE OF ENVIRONMENTAL ADJUDICATION.....08-24-07

In regard to Schedule No. 1, Department of Correction, Ombudsman, Mike Pavese was present from this Agency. There being no questions or comments, a motion was made by Pam Bennett and seconded by Heather Neal to approve Schedule No. 1 as submitted. Motion carried.

In regard to Schedule No. 2, Office of Environmental Adjudication, Mary Davidsen and Maureen Johnson were present from this Agency. There being no questions or comments, a motion was made by Jim Corridan and seconded by Elizabeth Barrett to approve Schedule No. 2 as submitted. Motion carried.

07-09-19-07

NEW BUSINESS

None

07-09-19-08

ADJOURNMENT

There being no further business, Pam Bennett moved that the meeting be adjourned. Nancy Turner seconded. Motion carried. Meeting adjourned at 1:47 p.m.