

OVERSIGHT COMMITTEE ON PUBLIC RECORDS
Regular Meeting April 16, 2008

08-4-16-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, April 16, 2008. 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, Designee for Gerry Weaver, Director, Indiana Office of Technology; 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; Anita Samuel, Governor's Office; Nancy Turner, lay member. Members absent: Elizabeth Barrett, Designee for Carrie Henderson, Commissioner, Department of Administration; Roberta Brooker, Director, Indiana State Library. Commission staff in attendance: Jeff Roeder, Deputy Director; Larry Hummel and Amy Robinson, Records Management; Beverly Stiers, County and Local Government Records Management. Guests in attendance: Steve Leak, Elizabeth McGrath, and David Baize, Bureau of Motor Vehicles; Patrick Hill and Deanna Small, Department of Workforce Development; Amanda Collis-Floyd, State Personnel Department.

08-4-16-02

NEXT MEETING

Liz Keele announced the next meeting would be held May 21, 2008 at 1:30 p.m. in E418, Indiana Government Center South.

08-4-16-03

PREVIOUS MEETING

Caroline Bradley stated in the first paragraph under Old Business, on Page 1, the BMV talked about using STARS and the system has stabilized enough that now instead of doing weekly or monthly bills, that should be builds, and they are doing bi-monthly builds. Ms. Bradley stated under the Director's Report, the third paragraph, about two-thirds of the way down it starts with "Caroline Bradley stated they just updated, etc.," she thinks that sentence really should read "Caroline Bradley stated IOT just updated their email security practice and emphasize the fact that IOT is not the record retention keeper of Agencies email records". Pam Bennett made a motion to approve the minutes of the March 12, 2008 meeting as amended. Heather Neal seconded. Motion carried.

08-4-16-04

OLD BUSINESS

1) BMV Request for Waiver from OCPR Policy No. 06-01

Jim Corridan stated there were two (2) guests present from the Bureau of Motor Vehicles, Steve Leak Elizabeth McGrath, and David Baize would be arriving later. Mr. Corridan stated he distributed to the OCPR members a packet that was received the previous day from the Bureau of Motor Vehicles and Amy Robinson and he met with them and went over the details of where they are headed and the basic common concerns ICPR has about the scanning system and the structure of records that had yet to be microfilmed. Mr. Leak stated he is the Director of Real ID Compliance for the Bureau of Motor Vehicles and Elizabeth McGrath stated she is an attorney with BMV. Mr. Leak said the first one that

goes through the documents gets everything lined up so retrieval is quicker. Mr. Leak stated that is usually where time is an essence is at the back-end, when some prosecutor or court wants these documents, so they are doing things at the front end so retrieval is much quicker. Mr. Leak stated the quality has been well beyond their expectations. - he stated he knew it would be good simply because we all play with scanners and it is just amazing the things that they can do and some of the output compared to microfilm, because they have pretty ancient equipment upstairs, is a vast improvement.

Jim Corridan stated from the Commission's viewpoint this takes care of the concerns it had about retaining the long-term records and suggest the adoption of the rest of the waiver that was requested from BMV.

Jim Corridan stated it will be o.k. to provide the waiver to allow BMV to scan records with a retention longer than 10 years because of the system in place will require them to microfilm the records after the 10 years are up. Pam Bennett asked if that was a motion and Mr. Corridan stated not necessarily, because he is not sure a waiver is necessary because the way this has been structured is that after 10 years they will microfilm the records that are required to be filmed on the retention schedule and this just shows how they can get this done, so they are actually being in compliance with the retention schedule as it exists today and as it has been drafted for revision. Mr. Corridan stated there is probably no action that is needed, but we did want to bring this back to the OCPR Committee. Mr. Corridan stated next month the actual retention schedule will be brought back before this group.

2. FSSA Request for Waiver from OCPR Policy No. 06-01

There has been no word on this.

3. County Prisoner Medical Records

Jim Corridan stated this issue was discussed at the last meeting, and he is following up on this. This item will remain on the agenda for the May, 2008 meeting.

4. County/Local General Retention Schedule

Jim Corridan distributed a draft of this schedule and although it is not ready for approval, ICPR wanted to distribute it to the OCPR. Mr. Corridan asked that the Committee review this over the next few weeks, and if there are any suggestions or comments, please do not hesitate to forward them to Ms. Stiers or Jim Corridan.

08-4-16-05

DIRECTOR'S REPORT

Jim Corridan reported the Micrographics/Scanning Division for the first time ever filmed/scanned over one (1) million items in a single month, which is significant, and ICPR's services continue to expand. Mr. Corridan stated a large portion of this is scanned images and many of those will be converted to microfilm.

Mr. Corridan reported that FSSA is migrating and regionalizing offices and restructuring the way they do business. Mr. Corridan stated ICPR received a lot of hospital records and that has now stopped, and it is now being hit with about 6,000 cubic feet of records every month from county offices and that is phase one (1) of four (4) phases. We have been told there will probably be 40,000 cubic feet of records

coming to the Records Center and that might be off by a scale of as much as 100,000 cubic feet which is more than we can handle, so ICPR and FSSA are working on an alternative solution.

Jim Corridan stated the Commission on Public Records, Archives Division, has a new conservator, Elizabeth Hague. Mr. Corridan stated she was a volunteer and her background was as a textile conservator for Conner Prairie. Mr. Corridan stated she is going to training to learn more about paper conservation and she is doing an excellent job for the Commission.

08-4-16-6

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 UNIVERSITY SOUTHEAST..... 1-30-08
All Divisions
2. DEPARTMENT OF ADMINISTRATION.....3-04-08
Central Stationery Store
3. STATE PERSONNEL DEPARTMENT.....3-08-08
Compensation Division
4. INDIANA DEPARTMENT OF REVENUE.....3-10-08
Office of the Taxpayer Advocate
5. FAMILY AND SOCIAL SERVICES ADMINISTRATION.....4-07-08
DDRS-Vocational Rehabilitation Services
6. DEPARTMENT OF WORKFORCE DEVELOPMENT.....4-01-08
U.I. Review Board and Data Capture Image Unit

In regard to Schedule No. 1, Indiana University Southeast, All Divisions, there were no questions or comments. A motion was made by John Jacob and seconded by Nancy Turner to approve Schedule No. 1 as submitted. Motion carried. Amy Robinson stated on the Notification of Record Series Action page where it lists 156 items are being deleted and on page 1 of the schedule on the top of the page, this should be 164 items.

In regard to Schedule No. 2, Department of Administration, Central Stationery Store, there were no questions or comments. A motion was made by Pam Bennett and seconded by Caroline Bradley to approve Schedule No. 2 as submitted. Motion carried.

In regard to Schedule No. 3, State Personnel Department, Compensation Division, Amanda Collis-Floyd from the State Personnel Department was present. There were no questions or comments. A motion was made by John Jacob and seconded by Heather Neal to approve Schedule No. 3 as submitted. Motion carried.

In regard to Schedule No. 4, Indiana Department of Revenue, Office of the Taxpayer Advocate, there were no questions or comments. A motion was made by Nancy Turner and seconded by Caroline Bradley to approve Schedule No. 4 as submitted. Motion carried.

In regard to Schedule No. 5, Family and Social Services Administration, DDRS-Vocational Rehabilitation Services, there were no questions or comments. Caroline Bradley had a question concerning Items No. 10 and No. 11, not having a description of the documents, whereas all the other records had a description of the records. Larry Hummel stated there was no description on the schedule now, and he has the 1987 history and there was no description. A motion was made by Pam Bennett and seconded by Heather Neal to approve Schedule No. 5 as submitted. Motion carried.

In regard to Schedule No. 6, Department of Workforce Development, U.I. Review Board and Data Capture Image Unit, Deanna Small and Patrick Hill from DWD were present. After a discussion about proposed changes top the schedule and suggested alterations, Caroline Bradley made a motion to table the Department of Workforce Development, U.I. Review Board and Data Capture Image Unit, seconded by Pam Bennett. Motion carried.

08-4-16-07

NEW BUSINESS

08-4-16-08

ADJOURNMENT

There being no further business, Heather Neal moved that the meeting be adjourned. Pam Bennett seconded. Motion carried. Meeting adjourned at 2:17 p.m.