

OVERSIGHT COMMITTEE ON PUBLIC RECORDS
Regular Meeting June 18, 2008

08-6-18-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, June 18, 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; Elizabeth Lerch, Designee for Carrie Henderson, Commissioner, Department of Administration; Heather Neal, Public Access Counselor; Nancy Turner, lay member. Members absent: Roberta Brooker, Director, Indiana State Library; Anita Samuel, Governor's Office. 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: Amy Miller, Public Access Counselor's Office; David Baize, Bureau of Motor Vehicles; Terry Melton, State Board of Accounts; and Amanda Collis-Floyd, State Personnel Department.

08-6-18-02

NEXT MEETING

Liz Keele announced the next meeting would be held July 16, 2008 at 1:30 p.m. in E418, Indiana Government Center South.

08-6-18-03

PREVIOUS MEETING

Pam Bennett made a motion to approve the minutes of the May 21, 2008 meeting as submitted. Nancy Turner seconded. Motion carried.

08-6-18-04

OLD BUSINESS

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

Jim Corridan stated there is no action today.

2. County/Local General Retention Schedule

Jim Corridan stated they are progressing on this and what they are planning to do is bring all of the local retention schedules back into one (1) big packet, because they are finding by updating and talking about financial records that require five (5) years for income and 10 years for disbursements, the retention schedule for the Treasurer, for example, may say it is only three (3) years and seven (7) years, which means it is out of date and they are going to try and get this all fixed at once, so they do not end up by saying some financial records are 10 years and some are seven (7), but it is the same thing and it makes no sense. Mr. Corridan stated they have broadened their scope of this project.

3. Jim Corridan stated he had a third item under Old Business. Mr. Corridan stated at the last meeting they worked with the Department of Workforce Development to tweak their retention schedule, and he wanted to report back that in the process of cleaning that up, this was the issue about their scanning, they have some legacy records that actually need to be transferred to the State Records Center that are still on paper and never scanned. Mr. Corridan stated that language was taken out, so he wanted to publicly state for the record that those records will be transferred to the Records Center as the old retention schedule stated, and all the new records that are being scanned will be affected by the retention schedule that was approved last month.

08-6-18-05

DIRECTOR'S REPORT

Jim Corridan reported the Micrographics Department continues to hit about 1,000,000 images per month and they are doing a great job. Mr. Corridan reported they are still working through the process with Pitney Bowes of bringing on the PB Transport which is they new way they work in Forms. Mr. Corridan stated that is progressing with the help of IOT developing a new forms catalog for the State Commission on Public Records.

Mr. Corridan stated flooding occurring in Indiana over the last few weeks has resulted in the State Archives sending staff out across the South Central portion of the State and will continue to do that to assess the damages. Mr. Corridan stated some county offices in Johnson County are completely wiped out. Mr. Corridan stated they have yet to deal with municipal records directly, but they know there is heavy damage in some municipalities such as Franklin. Mr. Corridan stated they were in Morgan County yesterday and the county has lost some records or some that are water logged and damaged, Johnson County has severe issues with their Prosecutor's records and Veterans' records. Mr. Corridan stated they have gone in and are working with them to preserve some of those, some of the records have been frozen so that there is no additional damage done to the records in hope that we will try and freeze dry them and make them available once again, particularly we are concerned with some permanent records. Mr. Corridan stated ICPR is authorizing the County Commissions of Public Records to destroy records if they are severely damaged or they have been contaminated with sewage and are not permanent, or not needed for administrative responsibilities. ICPR will authorize their destruction in advance of the retention schedule's timeframe, so they are not a health hazard and move forward in cleaning them out and no one has a liability in destroying public records.

Jim Corridan also mentioned that he has contacted the National Archives and the Archivist of the United States is authorizing an emergency \$10,000 grant to help us and the Society of American Archivists has given us a \$2,000 grant to assist in emergency repairs and restoration. Mr. Corridan stated we are getting limited funding at this point from different sources and we have been connected to cultural institutions across the Midwest about Archives records and the damages that are occurring in most of the Midwest States.

08-6-18-06

AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULES(S)

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

1. STATE PERSONNEL DEPARTMENT 5-22-08
Communications
2. STATE PERSONNEL DEPARTMENT5-22-08
Accounting/Payroll
3. STATE PERSONNEL DEPARTMENT.....5-22-08
Affirmative Action
4. BUREAU OF MOTOR VEHICLES.....5-27-08
Driver Safety and Responsibility
5. STATE BOARD OF ACCOUNTS..... 5-28-08
6. INDIANA COMMISSION ON PUBLIC RECORDS.....5-28-08
General Retention Schedule for State Agencies
7. INDIANA AMERICAN REVOLUTION BICENTENNIAL COMMISSION.....6-04-08

In regard to Schedule No. 1, State Personnel Department, Communications, there were no questions or comments. Amy Robinson introduced Amanda Collis-Floyd from this Agency. A motion was made by Jim Corridan and seconded by Heather Neal to approve Schedule No. 1 as submitted. Motion carried.

In regard to Schedule No. 2, State Personnel Department, Accounting/Payroll, there were no questions or comments. A motion was made by John Jacob and seconded by Pam Bennett to approve Schedule No. 2 as submitted. Motion carried.

In regard to Schedule No. 3, State Personnel Department, Affirmative Action, there were no questions or comments. A motion was made by Pam Bennett and seconded by John Jacob to approve Schedule No. 3 as submitted. Motion carried.

In regard to Schedule No. 4, Bureau of Motor Vehicles, Driver Safety and Responsibility, there were no questions or comments. Amy Robinson introduced David Baize from this Agency. A motion was made by Heather Neal and seconded by Caroline Bradley to approve Schedule No. 4 as submitted. Motion carried.

In regard to Schedule No. 5, State Board of Accounts, there were no questions or comments. Amy Robinson introduced Terry Melton from this Agency. Amy Robinson then stated she had a handout for the members and it is just a minor correction to assign a new record series number to the item shown because she noticed when she was printing a copy to bring to the meeting that it is a duplicate to an FSSA record series number. A motion was made by Caroline Bradley and seconded by Elizabeth Lerch to approve Schedule No. 5 as submitted with the new record series number. Motion carried.

In regard to Schedule No. 6, Indiana Commission on Public Records, General Retention Schedule for State Agencies, there were no questions or comments. A motion was made by John Jacob and seconded by Heather Neal to approve Schedule No. 6 as submitted. Motion carried.

In regard to Schedule No. 7, Indiana American Revolution Bicentennial, there were no questions or comments. A motion was made by Nancy Turner and seconded by Elizabeth Lerch to approve Schedule No. 7 as submitted. Motion carried.

08-6-18-07

NEW BUSINESS

Jim Corridan stated the State Archives is requesting that requests for microfilm that is on a 35 mm roll should have a fee of \$40.00 to transfer this to CD or digital image. Mr. Corridan stated right now the fee is set on per image instead of roll and what this does is obscures (?) the pricing dramatically, so this would bring the price of the roll of film and CD the same, both would be \$40.00 instead of 250 images at whatever it is. A motion was made by Pam Bennett to approve the fee change where the price of film transferred to CD would be \$40.00 per CD, seconded by Nancy Turner. Motion carried.

08-6-18-08

ADJOURNMENT

There being no further business, Pam Bennett moved that the meeting be adjourned. Caroline Bradley seconded. Motion carried. Meeting adjourned at 1:45 p.m.