

OVERSIGHT COMMITTEE ON PUBLIC RECORDS
Regular Meeting December 17, 2008

08-12-17-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, December 17, 2008. The meeting was called to order by Vice Chairperson Elizabeth Lerch, Designee for Carrie Henderson, Commissioner, Department of Administration, at 1:40 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; Amy Miller for Heather Neal, Public Access Counselor; Anita Samuel, Governor's Office. Members absent: Roberta Brooker, Director, Indiana State Library; Liz Keele, Designee for Todd Rokita, Secretary of State; Nancy Turner, lay member. Commission staff in attendance: Larry Hummel and Amy Robinson, Records Management; Beverly Stiers, County and Local Government Records Management. Guests in attendance: Scott Huffman, Family and Social Services Administration

08-12-17-02

NEXT MEETING

Elizabeth Lerch announced the next meeting would be held January 21, 2009 at 1:30 p.m. in E418, Indiana Government Center South.

08-12-17-03

PREVIOUS MEETING

Jim Corridan made a motion to approve the minutes of the November 25, 2008 meeting as submitted. John Jacob seconded. Motion carried.

08-12-17-04

OLD BUSINESS

1. FSSA Request for Waiver from OCPR Policy No. 06-01
Jim Corridan stated there was nothing to report today.

2. County/Local General Retention Schedule
Jim Corridan stated there was nothing to report today.

08-12-17-05

DIRECTOR'S REPORT

Jim Corridan stated there was nothing to report other than the written report sent with the packets.

08-12-17-06

AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULES(S)

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

1. FAMILY & SOCIAL SERVICES ADMINISTRATION.....11-14-08
DFR, Bureau of Child Care

2. FAMILY & SOCIAL SERVICES ADMINISTRATION.....11-14-08
Office of Medicaid Policy and Planning

3. FAMILY & SOCIAL SERVICES ADMINISTRATION.....11-25-08
DFR, Quality Control Section
4. DEPARTMENT OF TRANSPORTATION.....12-05-08
Field Operations Division
5. DEPARTMENT OF TRANSPORTATION.....12-05-08
Legal Division
6. DEPARTMENT OF TRANSPORTATION.....12-05-08
Location and Environment
7. DEPARTMENT OF TRANSPORTATION.....12-05-08
Engineering and Management Services
8. DEPARTMENT OF TRANSPORTATION.....12-05-08
Business Services Division
9. DEPARTMENT OF TRANSPORTATION.....12-05-08
Toll Bridge Division
10. DEPARTMENT OF TRANSPORTATION.....12-05-08
Research and Training
11. FAMILY & SOCIAL SERVICES ADMINISTRATION.....11-17-08
Divs. Of Family & Children-“Project Safe”
12. FAMILY & SOCIAL SERVICES ADMINISTRATION.....11-17-08
“Indiana Office of Social Services”
13. FAMILY & SOCIAL SERVICES ADMINISTRATION.....11-17-08
“Social Services Fiscal Office”
14. FAMILY & SOCIAL SERVICES ADMINISTRATION.....11-17-08
DMH & Addiction, Education and Training
15. FAMILY & SOCIAL SERVICES ADMINISTRATION.....11-26-08
Audit Services & Contract Management
16. FAMILY & SOCIAL SERVICES ADMINISTRATION.....11-26-08
DDARS, Accounting Division
17. DEPARTMENT OF CORRECTION, PLAINFIELD CORR. FACILITY.....12-02-08
18. FAMILY & SOCIAL SERVICES ADMINISTRATION.....12-09-08
Division of Family Resources

In regard to Schedule No. 1, Family and Social Services Administration, DFR, Bureau of Child Care, Scott Huffman was present from this Agency. There were no questions or comments. A motion was made by Caroline Bradley and seconded by Pam Bennett to approve Schedule No. 1 as submitted. Motion carried.

In regard to Schedule No. 2, Family and Social Services Administration, Office of Medicaid Policy and Planning, 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, Family and Social Services Administration, DFR, Quality Control Section, there were no questions or comments. A motion was made by Jim Corridan and seconded by John Jacob to approve Schedule No. 3 as submitted. Motion carried.

In regard to Schedule No. 4, Department of Transportation, Field Operations Division, there were no questions or comments. A motion was made by John Jacob and seconded by Caroline Bradley to approve Schedule No. 4 as submitted. Motion carried.

In regard to Schedule No. 5, Department of Transportation, Legal Division, there were no questions or comments. A motion was made by Caroline Bradley and seconded by Jim Corridan to approve Schedule No. 5 as submitted. Motion carried.

In regard to Schedule No. 6, Department of Transportation, Location and Environment, there were no questions or comments. A motion was made by Jim Corridan and seconded by Anita Samuel to approve Schedule 6 as submitted. Motion carried.

In regard to Schedule No. 7, Department of Transportation, Engineering and Management Services, there were no questions or comments. A motion was made by John Jacob and seconded by Pam Bennett to approve Schedule No. 7 as submitted. Motion carried.

In regard to Schedule No. 8, Department of Transportation, Business Services Division, there were no questions or comments. A motion was made by Jim Corridan and seconded by John Jacob to approve Schedule No. 8 as submitted. Motion carried.

In regard to Schedule No. 9, Department of Transportation, Toll Bridge Division, there were no questions or comments. A motion was made by John Jacob and seconded by Pam Bennett to approve Schedule No. 9 as submitted. Motion carried.

In regard to Schedule No. 10, Department of Transportation, Research and Training, Elizabeth Lerch had a question concerning Item No. 85-190, page 3, the deletion suggests that 85-191. Amy Robinson stated the correct number is 85-190. There being no further questions or comments, a motion was made by Caroline Bradley and seconded by Pam Bennett to approve Schedule No. 10 with this correction. Motion carried.

In regard to Schedule No. 11, Family and Social Services Administration, Divs. of Family and Children-“Project Safe”, there were no questions or comments. A motion was made by Jim Corridan and seconded by Caroline Bradley to approve Schedule No. 11 as amended. Motion carried.

In regard to Schedule No. 12, Family and Social Services Administration, “Indiana Office of Social Services”, there were no questions or comments. A motion was made by Jim Corridan and seconded by Pam Bennett to approve Schedule No. 12 as submitted. Motion carried.

In regard to Schedule No. 13, Family and Social Services Administration, “Social Services Fiscal Office”, there were no questions or comments. A motion was made by Jim Jacob and seconded by Pam Bennett to approve Schedule No. 13 as submitted. Motion carried.

In regard to Schedule No. 14, Family and Social Services Administration, DMH and Addiction, Education and Training, there were no questions or comments. A motion was made by Caroline Bradley and seconded by Pam Bennett to approve Schedule No. 14 as submitted. Motion carried.

In regard to Schedule No. 15, Family and Social Services Administration, Audit Services and Contract and Management, there were no questions or comments. A motion was made by John Jacob and seconded by Anita Samuel to approve Schedule No. 15 as submitted. Motion carried.

In regard to Schedule No. 16, Family and Social Services Administration, DDARS, Accounting Division, there were no questions or comments. A motion was made by Caroline Bradley and seconded by Pam Bennett to approve Schedule No. 16 as submitted. Motion carried.

In regard to Schedule No. 17, Department of Correction, Plainfield Correctional Facility, Caroline Bradley asked if the Oversight Committee at one point dealt with the offenders’ medical records or was it just discussed. Jim Corridan stated they had discussed at one point creating an offenders’ medical record schedule and he will check on this. This is to destroy the records that are sitting right now. There being no further questions or comments, a motion was made by Caroline Bradley and seconded by Pam Bennett to approve Schedule No. 17 as submitted. Motion carried.

In regard to Schedule No. 18, Family and Social Services Administration, Division of Family Resources, John Jacob asked Scott Huffman where it states FSSA has assumed control of these records by a former service provider, or he is just curious why this is not just part of the service provider’s contract service retention schedule. Scott Huffman stated this is not a retention schedule, it is just a PR-2. Mr. Huffman stated he had to have something to put these records in the Record Center to store for the remainder of the retention in the contract. There being no further questions or comments, a motion was made by John Jacob and seconded by Caroline Bradley to approve Schedule No. 18 as submitted. Motion carried.

08-12-17-07

NEW BUSINESS

Jim Corridan stated the Election of Officers will be held at the January, 2009 meeting.

08-12-17-08

ADJOURNMENT

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