

OVERSIGHT COMMITTEE ON PUBLIC RECORDS  
Regular Meeting April 15, 2009

09-04-15-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, April 15, 2009. The meeting was called to order by Chairperson Heather Neal, Public Access Counselor, at 1:00 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; Roberta Brooker, Director, Indiana State Library; Jim Corridan, Director & State Archivist, Indiana Commission on Public Records; John Jacob, Designee for Bruce Hartman, State Examiner, State Board of Accounts; Liz Keele, Designee for Todd Rokita, Secretary of State; Anita Samuel, Governor's Office; Nancy Turner, lay member. Members absent: None. Commission staff in attendance: Chuck McLean, Deputy Director; Larry Hummel and Amy Robinson, Records Management; Beverly Stiers, County and Local Government Records Management. Guests in attendance: Rudy Cansino, State Department of Health; Scott Huffman, Family and Social Services Administration; and Cindy Thompson, Hoosier Lottery.

09-04-15-02

NEXT MEETING

Heather Neal stated she understood that the time change of the meetings to 1 p.m. was to go through April, 2009. Ms. Neal asked if anyone wanted to move the meetings back to 1:30 p.m. or keep them at 1 p.m. A motion was made by Elizabeth Lerch to change the meeting time back to 1:30 p.m. starting with the May, 2009 meeting, seconded by Caroline Bradley. Motion carried.

Heather Neal announced the next meeting would be held May 20, 2009 at 1:30 p.m. in E418, Indiana Government Center South.

09-04-15-03

PREVIOUS MEETING

Pam Bennett made a motion to approve the minutes of the February 18, 2009 meeting as submitted. Nancy Turner seconded. Motion carried.

09-04-15-04

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 they are continuing to work on this, but not quite ready.

Heather Neal stated she would like to thank the OCPR Committee for taking the opportunity of her maternity leave to elect her Chairman of the OCPR Committee.

09-04-15-05

DIRECTOR'S REPORT

Jim Corridan reported the Commission on Public Records has hired a new Deputy Director, Chuck McLean, who was present at the meeting. Mr. Corridan stated last month the Commission on Public Records along with the State Historic Records Advisory Board (SHRAB) held five (5) state-wide meetings across Indiana with over 150 attendees, learning about records preservation and

emergency preparedness and other things for the historic records process. They were very well attended and they hope to continue them next year.

09-04-15-06

**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 LOTTERY COMMISSION..... 03-25-09  
Multiple Divisions
2. STATE DEPARTMENT OF HEALTH.....03-12-09  
Environmental Public Health
3. STATE DEPARTMENT OF HEALTH.....03-12-09  
Health Care Engineering
4. FAMILY AND SOCIAL SERVICES ADMINISTRATION.....03-13-09  
Mental Health and Addiction and Addiction Services Divisions
5. FAMILY AND SOCIAL SERVICES ADMINISTRATION.....03-23-09  
Division of Family Resources-County Offices
6. FAMILY AND SOCIAL SERVICES ADMINISTRATION.....03-31-09  
Department of Public Welfare-Public Assistance

In regard to Schedule No. 1, State Lottery Commission, Multiple Divisions, a motion was made by Pam Bennett and seconded by Jim Corridan to approve Schedule No. 1 as submitted. Caroline Bradley had a question on Item No. 57, Access Public Records Requests and Responses, are they not subject to the General Retention requirement since they are a quasi agency. Larry Hummel introduced Cindy Thompson from the Hoosier Lottery. Mr. Hummel stated they have already changed the retention to three (3) calendar years after the request per Jim Corridan's request. Heather Neal stated what we are saying is that the General Retention Schedule for all State Agencies includes that, so this would probably be redundant, so we are wondering if there is a reason why this is included in this schedule. Ms. Thompson stated she was informed by Larry Hummel about the need to change this and it is fine with the Lottery Commission. Jim Corridan moved that Item 57, page 16, be deleted from this schedule, seconded by Pam Bennett. Motion carried. Ms. Neal stated the motion on the table now is the approval of Schedule No. 1 with the amendment to strike Item No. 57. Motion passed.

In regard to Schedule No. 2, State Department of Health, Environmental Public Health, Larry Hummel introduced Rudy Cansino from this Agency. There being no questions or comments, a motion was made by Nancy Turner and seconded by Caroline Bradley to approve Schedule No. 2 as submitted. Motion carried.

In regard to Schedule No. 3, State Department of Health, Health Care Engineering, 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, Family and Social Services Administration, Mental Health and Addiction /Addiction Services Divisions, there were no questions or comments. A motion was made

by Caroline Bradley and seconded by John Jacob to approve Schedule No. 4 as submitted. Motion carried.

In regard to Schedule No. 5, Family and Social Services Administration, Division of Family Resources-County Offices, there were no questions or comments. A motion was made by Jim Corridan and seconded by Caroline Bradley to approve Schedule No. 5 as submitted. Motion carried.

In regard to Schedule No. 6, Family and Social Services Administration, Department of Public Welfare-Public Assistance, there were no questions or comments. A motion was made by John Jacob and seconded by Elizabeth Lerch to approve Schedule 6 as submitted. Motion carried.

09-04-15-07

#### NEW BUSINESS

Jim Corridan stated he has two (2) related issues to discuss, the first which has to do with a fee increase issue. Mr. Corridan stated the Commission on Public Records would like to recommend or suggest that we adopt a fee for a use service with an option for service to State Agencies. Mr. Corridan stated this has to do with providing records at the Records Center to agencies requesting a file or documents and emailing them to the Agency. Mr. Corridan stated what it being suggested is, if an Agency requests, ICPR can pull the file, scan the file and email this information to the Agency requesting it at a fee of \$.10 per page. Mr. Corridan stated this should speed up the process and eliminate our need to transport the records back and forth, and this would be an optional service we can offer to Agencies.

Ms. Neal asked for further questions, debate, or discussion. Ms. Neal stated the motion on the table is to approve the \$.10 per page optional fee for scanning documents at the Records Center for State Agencies. Motion passed.

Mr. Corridan stated the second issue is that he will come to the May OCPR meeting with an updated fee schedule for all the other fees for Micrographics. Mr. Corridan stated it has come to his attention in the last couple of days that in Micrographics there is a process called jacket loading, which is taking rolls of microfilm, cutting them and then inserting them into cards. Mr. Corridan stated we have been providing that service and it takes about 2 ½ hours to do one rolls of 16 mm film at a cost of about \$25.00 labor, but they have been charging \$2.50. Mr. Corridan stated they are suggesting that fee be changed to \$25.00 instead of \$2.50. Mr. Corridan stated everything else would be nominal – the cost of film has increased \$.10 and we are probably going to raise microfilm \$.10. Mr. Corridan stated we wanted this to be brought up this month, so we can begin to forewarn Agencies who are heavy users, there is a handful, of this jacket loading fee increase.

Caroline Bradley asked why they are using the jackets instead of microfilm, and Mr. Corridan stated he would guess it has to do with the equipment they have to read, and they probably have microfiche-type readers instead of microfilm readers. Mr. Corridan stated the other thing is we now have the capacity to digitize these records, provide digital images, and still run off a master roll of microfilm. Mr. Corridan stated the Agencies would just use their computers to access it and we would still have the preservation copy saved. Mr. Corridan stated what's happening is if you compare the costs of the digital image with the master roll of microfilm, that is more money than us hand loading all these jackets currently with the pricing structure, which makes no sense, because we are probably in about \$60.00 of time, labor and materials to use microfilm and jacket loading process, and \$50.00 for the scanned image, master roll of film and duplicate.

NEW BUSINESS – At the May, 2009 OPCPR meeting, Elizabeth Lerch stated that her discussion questioning the proposed fees was not included in the minutes of the April, 2009 meeting. Ms. Lerch stated she did not want to amend the minutes but just voice her intent. Jim Corridan stated a statement would be included under New Business concerning this.

09-04-15-08

ADJOURNMENT

There being no further business, Anita Samuel moved that the meeting be adjourned. Nancy Turner seconded. Motion carried. Meeting adjourned at 1:28 p.m.