

OVERSIGHT COMMITTEE ON PUBLIC RECORDS

Regular Meeting June 15, 2011

11-06-15-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, June 15, 2011. The meeting was called to order by Chairperson Andrew Kossack, Public Access Counselor at 1:30 p.m. in Room 401, Indiana State Library. Members present constituting a quorum: Caroline Bradley, Designee for Brian Arrowood, Chief Information Officer, 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; Liz Keele, Designee for Charles P. White, Secretary of State; Anita Samuel, Governor's Office; Connie Smith, Designee for Robert D. Wynkoop, Commissioner, Department of Administration. Members absent: Pam Bennett, Director, Indiana Historical Bureau; Roberta Brooker, Director, Indiana State Library. Commission staff in attendance: Ted Cotterill, Deputy Director; Wes Carmony and Amy Robinson, Records Management; Beverly Stiers, County and Local Government Records Management. Guests in attendance: Melissa Farrington, Indiana Department of Environmental Management.

11-06-15-02

NEXT MEETING

Andrew Kossack announced the next meeting would be held July 20, 2011 at 1:30 p.m. in Room 401, Indiana State Library.

11-06-15-03

PREVIOUS MEETING

Caroline Bradley moved approval of the April 21, 2011 minutes as presented, seconded by Connie Smith. Motion carried.

11-06-15-04

OLD BUSINESS

1. State Archives Fee Schedule

Jim Corridan stated most of the items on the State Archives Fee Schedule remain the same, but there are about three (3) items highlighted that are being added, the large format printer, which is on the bottom of page 1, charge of \$4.00, second page is Digital Photography – two (2) items, 350 JPG at \$15.00 and 350 TIFF at \$25.00. Mr. Corridan stated in addition to that, and not written on the piece of paper, the Records Center would like to begin charging \$1.00 for boxes that will be available to State employees to be used for moving boxes, etc. Mr. Corridan stated these are the boxes that would not adequately hold the records and they ended up having all the boxes come back to them. Mr. Corridan stated the boxes cost \$2.00 and they are being sold for \$1.00.

Caroline Bradley had a question concerning the Photocopies; she stated it says 1-20 are .25, 21-50- are .50 and 51 and over \$1.00. Ms. Bradley asked if this was per copy and Mr. Corridan replied yes.

Ms. Bradley then asked why these photocopy rates are higher than the rest of the State's rates. Mr. Corridan stated these revenues are used to support the State Archives, which is allowed by statute. Mr. Corridan stated we are not currently able to adequately support the State Archives and this will continue to help us do what we can. It involved was also brought up that there is research completed in preparing these copies.

Ms. Bradley suggested per copy should be added after each price listed, showing this is a per copy fee.

Connie Smith made a motion to approve the Indiana State Archives Fee Schedule, seconded by Caroline Bradley with the change suggested to add per copy after price of photocopies. Motion carried.

11-06-15-05

DIRECTOR'S REPORT

Jim Corridan stated there are two (2) written Director's Reports distributed to the Oversight Committee and there is a third page that shows pie charts which continue to show the progress we make on the Digital Archives in Indiana and the number of materials we are providing to Digital Archives in the searches conducted. Mr. Corridan stated the federal funding for this program ends on December 31, 2011 and Indiana is one of the lead partners in trying to get funding from the Institute of Museum of Library Services. Mr. Corridan stated if that comes through then they will have another three (3) years for the project. Mr. Corridan they stated they are trying to see what can do with alternatives to fund it. Mr. Corridan stated it has been extremely successful and they continually get comments from patrons thanking them for putting this information on line. Mr. Corridan stated it makes it a lot easier for people to do research – they can find items and request specific items for which they want copies.

Jim Corridan stated the other thing going on that is of note is that the State Historic Records Advisory Board has grants for digitization projects for the Civil War, early Statehood documents and documents related to slavery and negro mulatto issues here in Indiana. Mr. Corridan stated they are primarily trying to address that to local government records that are housed either in the courthouses or maybe some other repository. Mr. Corridan stated he believes they currently have about \$45, 000 worth of match and grants available for that project and it is not a huge amount of money, but as they move toward Statehood there is a lot of information they hope to be able to capture and make available to the citizens through websites.

Jim Corridan reported that before the OCPD Committee meets in July, FSSA will have begun their project of modernizing their offices across the State and that two (2) years ago we were inundated with records from across Indiana from all the different parts of FSSA going through the modernization eligibility program. Mr. Corridan stated that has now been hybridized and they are about to begin that process again. Mr. Corridan stated records from Lake County and St. Joseph Counties are coming to Indianapolis in July sometime, and they are building up rack space at the Records Center, adding spaces for about 45,000 boxes. Mr. Corridan wanted to make sure the OCPD Committee was aware of this major undertaking.

11-06-15-06

AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULES(S)

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

1. FAMILY AND SOCIAL SERVICES ADMINISTRATION

DMHA/Evansville Psychiatric Children's Center

A motion was made by Caroline Bradley and seconded by Liz Keele to approve Schedule No. 1 as submitted. Motion carried.

2. DEPARTMENT OF ADMINISTRATION

Federal Surplus Property

A motion was made by John Jacob and seconded by Jim Corridan to approve Schedule No. 2 as submitted. Caroline Bradley had a question about the removal of Record Series 93-05, State Agency Plan of Operation –Federal Surplus Property. Ms. Bradley stated according to the Title/Description of GRADM-3 in the General Retention Schedule, it looks like this particular record does not fit under that category since it is a Federal requirement. Amy Robinson stated it is a Federal report but essentially written around Agency policy - that's the point of it-a report to the Feds about Agency policy, so she thinks it possibly falls pretty clearly under GRADM-3. Jim Corridan stated GRADM-3 has the same retention period, so it will be kept permanently. Amy Robinson responded yes. A vote was then taken and motion carried.

3. DEPARTMENT OF ADMINISTRATION

State Surplus Property

A motion was made by Caroline Bradley and seconded by John Jacob to approve Schedule No. 3 as submitted. Motion carried.

4. DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

All Divisions

A motion was made by John Jacob and seconded by Anita Samuel to approve Schedule No. 4 as submitted. Jim Corridan stated he would like to amend the schedule slightly so it reflects the change from 10 to 1 years and Amy Robinson stated it had already been done. Mr. Corridan stated there is an issue to make sure they are in compliance so that items that have already been held for more than 1 year that have not been microfilmed because there is a concern with IDEM so they are not out of compliance. Mr. Corridan stated he will make a motion on this later. A vote was then taken and motion carried.

5. DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

Office of the Commissioner

A motion was made by Connie Smith and seconded by Jim Corridan to approve Schedule No. 5 as submitted. Motion carried.

6. DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

Office of External Affairs

A motion was made by John Jacob and seconded by Caroline Bradley to approve Schedule No. 6 as submitted. Motion carried.

7. DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

Office of Management, Budget and Administration

A motion was made by Caroline Bradley and seconded by Liz Keele to approve Schedule No. 7 as submitted. Motion carried.

8. DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

Office of Air Quality

A motion was made by Caroline Bradley and seconded by Anita Samuel to approve Schedule No. 8 as submitted. Caroline Bradley stated on page 6 of 17 at the end of the retention period description for Record Series No. 2008-82, Item No. 21, it states convert to microfilm twice – convert images to Computer Output Microfilm within one (1) year after imaging and then states delete electronic files after five (5) years and after conversion to Computer Output Microfilm. Ms. Bradley stated all the other ones say delete electronic files after five (5) years. Ms. Bradley stated she thinks we should strike “and after conversion to Computer Output Microfilm.” Amy Robinson stated delete electronic files after five (5) years and after conversion to Computer Output Microfilm is stated that way because we want to make sure those electronic files are not deleted until they have been converted to COM. Ms. Bradley said it already states convert images to COM within one (1) year after imaging, so basically we are saying we have to microfilm it twice. Mr. Corridan asked is Ms. Bradley was asking to have the “and after conversion to Computer Output Microfilm” and she said yes. Caroline Bradley made a motion for an amendment to Record Series No. 2008-82 on page 6 of 17 to strike “and after conversion to Computer Output Microfilm” at the end of the retention period instructions, seconded by Jim Corridan. Motion carried. The motion made by Caroline Bradley and seconded by Anita Samuel then carried.

9. DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

Office of Land Quality

A motion was made by Jim Corridan and seconded by Liz Keele to approve Schedule No. 9 as submitted. Motion carried.

10. DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

Office of Water Quality

A motion was made by Liz Keele and seconded by Connie Smith to approve Schedule No. 10 as submitted. Motion carried.

Jim Corridan then made a motion that the Oversight Committee on Public Records provide a 12-month window for the Department of Environmental Management to microfilm those records that would have been required to already been microfilmed under the retention schedules for the following Division schedules – the schedules called All Divisions, Office of Air Quality, Office of Land Quality, and Office of Water Quality, seconded by Caroline Bradley. Motion carried.

11-06-15-07

NEW BUSINESS

None

11-06-15-08

ADJOURNMENT

There being no further business, John Jacob moved that the meeting be adjourned. Caroline Bradley seconded. Motion carried. Meeting adjourned at 1:48 p.m.