

OVERSIGHT COMMITTEE ON PUBLIC RECORDS
Regular Meeting November 20, 2013

13-11-20-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, November 20, 2013. The meeting was called to order by Chairman John Jacob, Designee for Paul Joyce, State Examiner, State Board of Accounts at 1:30 p.m. in Conference Room 10 Indiana Government Center South-First Floor. Members present constituting a quorum: Pam Bennett, Director, Indiana Historical Bureau; Caroline Bradley, Designee for Paul Baltzell, Chief Information Officer, Office of Technology; Luke Britt, Public Access Counselor; Roberta Brooker, Director, Indiana State Library; Jim Corridan, Director & State Archivist, Indiana Commission on Public Records; John Jacob, Designee for Paul Joyce, State Examiner, State Board of Accounts; Connie Smith, Designee for Jessica Robertson, Commissioner, Department of Administration; Mallory Wilson, Designee for Connie Lawson, Secretary of State. Members absent: None. Commission staff in attendance: Ted Cotterill, Deputy Director; Amy Robinson, Records Management; Beverly Stiers, County and Local Government Records Management. Guests in attendance: None.

13-11-20-02

NEXT MEETING

John Jacob announced the next meeting would be held December 18, 2013 at 1:30 p.m. in Conference Room 10, Indiana Government Center South, 1st Floor.

13-11-20-03

PREVIOUS MEETING

Caroline Bradley moved approval of the September 25, 2013 minutes as presented, seconded by Jim Corridan. Motion carried.

13-11-20-04

OLD BUSINESS

Caroline Bradley asked if Jim Corridan had heard anything on the marriage certificates and he stated that is being covered under Records Retention and Disposition Schedule(s), Item No. 4. John Jacob stated the Committee would like to welcome Luke Britt, who is the new Public Access Counselor.

13-11-20-05

DIRECTOR'S REPORT

Jim Corridan stated a copy of the Director's Report was given to the OCPR Committee with their packet. Mr. Corridan stated he does not have anything significant to report except that they are going to be asking the Oversight Committee to adopt a new administrative rule which would restrict Indiana government offices from transferring confidential records to anyone other than the State Archives. Mr. Corridan stated he received an email today where a public library asked if it was o.k. for them to have child abuse, rape, and adoption records accessible at the library – all are supposed to be confidential. Mr. Corridan stated we need to make it absolutely clear that even if you are having courthouse records overflow problems you cannot transfer confidential records outside of the courthouse unless the materials are sent to the State Archives.

13-11-20-06

AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULES(S)

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

1. DEPARTMENT OF NATURAL RESOURCES

Law Enforcement

A motion was made by Connie Smith and seconded by Pam Bennett to approve Schedule No. 1 as submitted. Motion carried.

2. FAMILY AND SOCIAL SERVICES ADMINISTRATION

Div. of Mental Health and Addiction/Madison State Hospital

A motion was made by Caroline Bradley and seconded by Mallory Wilson to approve Schedule No. 2 as submitted. Motion carried.

3. UTILITY REGULATORY COMMISSION

A motion was made by Pam Bennett and seconded by Connie Smith to approve Schedule No. 3 as submitted. Motion carried.

4. NON-JUDICIAL COUNTY CLERK RETENTION SCHEDULE (CL)

A motion was made by Jim Corridan and seconded by Pam Bennett to approve Schedule No. 4 as submitted. Jim Corridan stated the item being added is on page 5, CL 13-01, Marriage Records. Mr. Corridan stated this was discussed briefly at the last meeting and this is the issue where social security numbers were added in 1958 and then in 1999 they required it on all marriage records.

The first citation listed is on the confidentiality and the second citation has to deal with health records. This will now give notice to the County Clerks that these records are confidential and they cannot transfer confidential records out of the courthouse. Caroline Bradley asked if the health issue was required in 1999 and Mr. Corridan stated he did not know. Mr. Corridan stated the way this addition is written, it will be covered. A vote was then taken and motion carried.

13-11-20-07

NEW BUSINESS

Jim Corridan stated the Micrographics Fee Schedule was adopted at the September, 2013 meeting and they did send out an announcement to let them know that these fees went into effect November 15, 2013.

13-11-20-08

ADJOURNMENT

There being no further business, Caroline Bradley moved that the meeting be adjourned. Connie Smith seconded. Motion carried. Meeting adjourned at 1:40 p.m.