

OVERSIGHT COMMITTEE ON PUBLIC RECORDS
Regular Meeting April 16, 2014

14-4-16-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, April 16, 2014. The meeting was called to order by Chairman Caroline Bradley, Designee for Paul Baltzell, Chief Information Officer, Office of Technology, 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; Mike Bozyski, Designee for Paul Joyce, State Examiner, State Board of Accounts; Caroline Bradley, Designee for Paul Baltzell, Chief Information Officer, Office of Technology; Luke Britt, Public Access Counselor; Connie Bruder, Interim Director, Indiana State Library; Jim Corridan, Director & State Archivist, Indiana Commission on Public Records; Connie Smith, Designee for Jessica Robertson, Commissioner, Department of Administration; Mallory Wilson, Designee for Connie Lawson, Secretary of State. Members absent: Adam Berry, Designee for Mike Pence, Governor; Fred Glynn, Lay Member; Kristen Tucker, Journalism Lay Member. Commission staff in attendance: Ted Cotterill, Deputy Director; Amy Robinson, Records Management; Beverly Stiers, County and Local Government Records Management. Guests in attendance: Judy Smith and Marisa Smith, Secretary of State's Office.

14-4-16-02

NEXT MEETING

Caroline Bradley announced the next meeting would be held May 21, 2014 at 1:30 p.m. in Conference Room 10, Indiana Government Center South, 1st Floor.

14-4-16-03

PREVIOUS MEETING

A motion was made by Pam Bennett and seconded by Jim Corridan to approve the minutes of the February 19, 2014 meeting. Motion carried.

14-4-16-04

OLD BUSINESS

None

14-4-16-05

DIRECTOR'S REPORT

Jim Corridan stated the Commission on Public Records is doing fairly well. Mr. Corridan stated the Micrographics/Imaging Division has a temporary decline in its numbers and we know that they look to be doing a project for Shelby County who has asked and received permission from the Shelby County Commissioners. This now has to go to the Shelby County Council for final approval and if that happens, we have a number of historic records that were salvaged from Shelby County that are in horrible shape. Mr. Corridan stated we will be working with them to preserve these records and are looking at a \$100,000 project.

Jim Corridan stated they are happy to announce that the State Bicentennial Commission endorsed two (2) projects that were submitted by the State Archives, one having to do with commemorating and honoring the 43 men who wrote the State Constitution in 1816. Mr. Corridan stating there are a number of ceremonies they hope to have in June, 2016 related to that. Mr. Corridan stated the other one is working to develop a traveling exhibit of the State's most prized possessions, like the

Constitutions, the original State flag that is under the Historic Bureau's jurisdiction, the State Rifle which was made by the first sheriff of Indiana, and other significant historical items, that will travel across the State, which are usually not available except in Indianapolis where they are stored. At the last Bicentennial Commission meeting, in March, the Commission members unanimously went on record to say that they thought the highest priority for the Bicentennial should be addressing the facility needs of the State Archives.

14-4-16-06

AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULES(S)

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

1. BOARD OF ANIMAL HEALTH

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

2. CRIMINAL JUSTICE INSTITUTE

A motion was made by Pam Bennett and seconded by Mike Bozymski to approve Schedule No. 2 as submitted. Motion carried.

3. DEPARTMENT OF LABOR

Quality Metrics and Statistics

A motion was made by Connie Bruder and seconded by Jim Corridan to approve Schedule No. 3 as submitted. Motion carried.

4. DEPARTMENT OF REVENUE

Bankruptcy

A motion was made by Pam Bennett and seconded by Mike Bozymski to approve Schedule No. 4 as submitted. Motion carried.

5. DEPARTMENT OF REVENUE

Individual Income

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

6. DEPARTMENT OF REVENUE

Agency Wide Schedule

A motion was made by Pam Bennett and seconded by Luke Britt to approve Schedule No. 6 as submitted. Motion carried.

7. DEPARTMENT OF TRANSPORTATION

Utilities and Railroad

A motion was made by Pam Bennett and seconded by Jim Corridan to approve Schedule No. 7 as submitted. Motion carried.

8. DEPARTMENT OF TRANSPORTATION

Economic Opportunity

A motion was made by Connie Bruder and seconded by Mike Bozymski to approve Schedule No. 8 as submitted. Motion carried.

9. DEPARTMENT OF TRANSPORTATION

Engineering and Assets Management

A motion was made by Pam Bennett and seconded by Connie Smith to approve Schedule No. 9 as submitted. Motion carried.

10. DEPARTMENT OF TRANSPORTATION

Environmental

A motion was made by Mike Bozyski and seconded by Mallory Wilson to approve Schedule No. 10 as submitted. Motion carried.

11. DEPARTMENT OF TRANSPORTATION

Planning, Asset Management, Research and Development

A motion was made by Connie Smith and seconded by Pam Bennett to approve Schedule No. 11 as submitted. Motion carried.

12. DEPARTMENT OF TRANSPORTATION

Roadside Development

A motion was made by Pam Bennett and seconded by Connie Bruder to approve Schedule No. 12 as submitted. Motion carried.

13. NATURAL RESOURCES COMMISSION

A motion was made by Connie Smith and seconded by Pam Bennett to approve Schedule No 13 as submitted. Motion carried.

14. INDIANA PAROLE BOARD

A motion was made by Pam Bennett and seconded by Mike Bozyski to approve Schedule No. 14 as submitted. Motion carried.

15. PUBLIC RETIREMENT SYSTEM

A motion was made by Luke Britt and seconded by Pam Bennett to approve Schedule No. 15 as submitted. Motion carried.

16. STATE BOARD OF ACCOUNTS

A motion was made by Connie Bruder and seconded by Mallory Wilson to approve Schedule No. 16 as submitted. Motion carried.

17. SECRETARY OF STATE

Agency Wide Schedule

A motion was made by Pam Bennett and seconded by Mallory Wilson to approve Schedule No. 17 as submitted. Caroline Bradley stepped down and had a question concerning Record Series No. 88-79, page 4 of 6. Ms. Bradley said it amended Interpretive Opinions to Exemptions-Request for Ruling and Interpretive Opinions and moving the retention from 20 years for Interpretive to five (5) years and she thought that was a pretty significant drop in retention. Amy Robinson explained that it was five (5) years in the Records Center before being transferred to the State Archives. A vote was then taken and motion carried.

14-4-16-07

NEW BUSINESS

Jim Corridan stated there were two (2) items he should have mentioned in the Director's Report. One is the Report of Monthly Activity/Status for March, 2014 contains an error under Patrons Served in the

Archives Division. Mr. Corridan stated this number should be 1,536 and this occurred because we have begun capturing the number of records questions at the State Archives which is really a separate category and it was mistakenly added to the number of patrons.

Secondly, Mr. Corridan stated they are going through a massive inventory of the State Archives, which may take as long as two (2) years to complete.

Jim Corridan stated the Clerk of the Supreme Court will be transferring about 2,200 boxes of Supreme Court records that are sitting in the Records Center to the State Archives. The records begin in 1890 and go through the 1970's.

1. Micrographics Fee Schedule – Jim Corridan stated the dollar amounts did not change at all from what you were sent originally earlier this week and the one you received today. It was the language around this and Pam Bennett made some suggestions on the way this could read better and clearer. Mr. Corridan stated they have changed some of that so that it is built into this. Mr. Corridan stated the other thing is at the last meeting someone asked why we have two (2) schedules, one for State Agencies and one for County/Local offices, and so they have been incorporated into one (1) schedule. Mr. Corridan stated at the last meeting in February they did make changes to the microfilming costs, but there are other costs where they did not have pricing yet, and this is now a comprehensive fee schedule that shows all increases. Mr. Corridan stated they would like to make this go into effect May 1, 2014 and the only reason he would not want to wait real long is because we are getting hammered on fees and losing money today. Caroline Bradley stated IOT is required to give 30 days' notice on any price changes that they institute.

Jim Corridan made a motion that the Oversight Committee on Public Records adopt the Micrographics Fee Schedule to go into effect either May 1 if permissible by law or May 15 if there is a 30 day notice requirement. Connie Smith seconded the motion. Mr. Corridan stated Brian Taylor from the Micrographics and Imaging Services Division will contact the regular users and it will be posted on our website. Mike Bozyski stated he will check to see if there is any kind of requirement for a 30 day notice. Mr. Corridan asked Mr. Bozyski to let him know. A vote was taken and motion carried.

Jim Corridan then reported that on May 14, 2014 an Electronic Records Users Meeting will take place. They are inviting the CIO's of State Agencies as well as the Records Coordinators, so that they can talk about expectations and standards as they continue to move further and further into the electronic environment, so records are being stored correctly and an understanding of what are the expectations and procedures. Mr. Corridan stated this is the first time they have done this and hope to make it maybe a quarterly meeting. The Oversight Committee was invited to the meeting.

14-4-16-08

ADJOURNMENT

There being no further business, Pam Bennett moved that the meeting be adjourned. Connie Bruder seconded. Motion carried. Meeting adjourned at 2:00 p.m.