

OVERSIGHT COMMITTEE ON PUBLIC RECORDS
Regular Meeting May 21, 2014

14-5-21-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, May 21, 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; Adam Berry, Designee for Mike Pence, Governor; 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; Fred Glynn, Lay Member; Connie Smith, Designee for Jessica Robertson, Commissioner, Department of Administration. Members absent: Mike Bozyski, Designee for Paul Joyce, State Examiner, State Board of Accounts; Kristen Tucker, Journalism Lay Member; Mallory Wilson, Designee for Connie Lawson, Secretary of State. Commission staff in attendance: Amy Robinson, Records Management; Beverly Stiers, County and Local Government Records Management. Guests in attendance: None.

14-5-21-02

NEXT MEETING

Caroline Bradley announced the next meeting would be held June 18, 2014 at 1:30 p.m. in Conference Room 10, Indiana Government Center South, 1st Floor.

14-5-21-03

PREVIOUS MEETING

A motion was made by Connie Smith and seconded by Jim Corridan to approve the minutes of the April 16, 2014 meeting. Pam Bennett stated that on the last page in the last paragraph before adjournment, it states "Users Meeting in conjunction with IOT", and in conjunction with IOT needs to be removed. Ms. Bennett made a motion to remove that statement, seconded by Connie Bruder. A vote was taken on the amendment and motion carried. A vote was then taken on acceptance of the amended minutes and motion carried.

14-5-21-04

OLD BUSINESS

None

14-5-21-05

DIRECTOR'S REPORT

Jim Corridan stated the Indiana State Archives is working with the GIS people and also the Indiana Geological Survey in Bloomington and the State Surveyor's Association and others to digitize the original survey records of Indiana in the 1800's that laid out all the sections, townships, ranges. Mr. Corridan stated they are also going to digitize the State's copies of all the original surveys, because there might be a third of them still in existence, most of them did not survive. Mr. Corridan stated the Federal Government got a copy, the State got a copy, the county got a copy, they were copied down from each other. Mr. Corridan stated they are being digitized because the surveyors used the original as the master. Mr. Corridan stated they have also discovered in the course of this project that the microfilm that exists of these original surveys is not complete and they think there is a book that was never microfilmed that the Archives has which is intriguing, so there may be a third more originals.

Mr. Corridan stated they are also concerned because there are books that they do not have that they did microfilm, and does not know if they are in the Library somewhere or have been stolen.

Jim Corridan also reported at the last meeting they are working with the Clerk of the Supreme and Appellate Courts transfer about 2,100 to 2,200 boxes of original court cases from 1890 to 1970. Mr. Corridan stated this has happened and they are in the process of indexing them and will probably take at least 12 months to finish that project. Mr. Corridan stated once done, all the cases will be available to the public.

Jim Corridan reported they should know next week whether or not they will get a big project from Shelby County to microfilm and digitize their original court records. Mr. Corridan stated that would be a very positive development for the Micrographics Division.

Jim Corridan stated he has shared that they are working on the State Archives inventory and they are probably two-thirds done with the first phase of that. Mr. Corridan stated the second phase would take less time and they are probably a year and a half from finishing the inventory.

Jim Corridan stated in the month of June they are going to have the State Historic Records Advisory Board (SHRAB) hosting a workshop at the State Archives on the preservation of public records.

Jim Corridan stated there is an Administrative Rule 60 IAC 1-1 that is coming up for renewal and we will come back with some language on how we would like that to look. The renewal is required by statute and related to IC 4-1-6.

14-5-21-06

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 HEALTH

Oral Health Program

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

2. DEPARTMENT OF REVENUE

Inheritance Tax

A motion was made by Connie Smith and seconded by Connie Bruder to approve Schedule No. 2 as submitted. Motion carried.

3. DEPARTMENT OF REVENUE

Taxpayer Advocate

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

14-5-21-07

NEW BUSINESS

None

14-5-216-08

ADJOURNMENT

There being no further business, Pam Bennett moved that the meeting be adjourned. Connie Bruder seconded. Motion carried. Meeting adjourned at 1:42 p.m.