

OVERSIGHT COMMITTEE ON PUBLIC RECORDS
Regular Meeting June 17, 2016

16-6-17-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Friday, June 17, 2016. The meeting was called to order by Chairman Luke Britt, Public Access Counselor, at 2:30 p.m. in Conference Room 10, Indiana Government Center South-First Floor.

Members present constituting a quorum: Christopher Anderson, Designee for Mike Pence, Governor; Mike Bozyski, Designee for Paul Joyce, State Examiner, State Board of Accounts; Luke Britt, Public Access Counselor; Jim Corridan, Director & State Archivist, Indiana Archives and Records Administration; Erin Kellam, Designee for Jessica Robertson, Commissioner, Department of Administration; Mallory Long, Designee for Connie Lawson, Secretary of State; Graig Lubsen, Designee for Dewand Neely, Chief Information Officer, Office of Technology.

Members absent: Chandler Lighty, Director, Indiana Historical Bureau; Jacob Speer, Director, Indiana State Library.

Commission staff in attendance: Valerie Michael, Deputy Director; Amy Robinson, Records Management; Beverly Stiers, County and Local Government Records Management.

Guests: None.

16-6-17-02

NEXT MEETING

Luke Britt announced the next meeting would be held July 20, 2016 at 1:30 p.m. in Conference Room 10, Indiana Government Center South, 1st Floor.

16-6-17-03

PREVIOUS MEETING

A motion was made by Erin Kellam and seconded by Jim Corridan to approve the minutes of the April 27, 2016 meeting. Motion carried.

16-6-17-04

OLD BUSINESS

None

16-6-17-05

DIRECTOR'S REPORT

Jim Corridan reported about a most important event for the Bicentennial Delegates Program across the State in memory of the founders of the Indiana Constitution and these events will continue through June 29. Mr. Corridan stated they are working six (6) days a week to get them all done and they coincide the same time with the Constitutional Convention which was happening 200 years ago from June 10 through June 29. Mr. Corridan stated also related to the Bicentennial is the excitement generated, at least in our Agency, as they move toward building the State Archives building. Mr. Corridan stated that project continues to proceed and they are hoping that before the end of this year they will actually have the ground breaking. Mr. Corridan stated there have been design meetings about how the building is going to look and how it is all going to fit together. Mr. Corridan stated it will be a wonderful opportunity for the Archives and Records Administration because it will take all the different components of the Agency and combine it into one and hopefully have a meeting location for the Oversight Committee on Public Records.

16-6-17-06

AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULE(S)

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

1. GENERAL RETENTION – ALL AGENCIES

A motion was made by Jim Corridan and seconded by Mallory Long to approve Schedule No. 1 as submitted. Motion carried.

2. BUREAU OF MOTOR VEHICLES

Agencywide

A motion was made by Mike Bozyski and seconded by Erin Kellam to approve Schedule No. 2 as submitted. Motion carried.

3. DEPARTMENT OF HOMELAND SECURITY

Agencywide

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

4. DEPARTMENT OF HOMELAND SECURITY

Fire and Building Safety Division

A motion was made by Jim Corridan and seconded by Erin Kellam to approve Schedule No. 4 as submitted. Motion carried.

5. DEPARTMENT OF HOMELAND SECURITY

Fire Prevention and Building Safety Commission

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

6. DEPARTMENT OF HOMELAND SECURITY

Fire and Public Safety Training

A motion was made by Mike Bozyski and seconded by Chris Anderson to approve Schedule No. 6 as submitted. Motion carried.

7. DEPARTMENT OF HOMELAND SECURITY

Local Emergency Planning Committees

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

8. DEPARTMENT OF HOMELAND SECURITY

Planning and Assessment

A motion was made by Mallory Long and seconded by Mike Bozyski to approve Schedule No. 8 as submitted. Motion carried.

9. DEPARTMENT OF HOMELAND SECURITY

Response and Recovery

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

10. DEPARTMENT OF INSURANCE

Utilization and Medical Claims Review

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

11. FAMILY AND SOCIAL SERVICES ADMINISTRATION

Division of Aging

A motion was made by Mike Bozyski and seconded by Jim Corridan to approve Schedule No. 11 as submitted. Motion carried.

12. STATE AUDITOR

A motion was made by Mallory Long and seconded by Erin Kellam to approve Schedule No. 12 as submitted. Motion carried.

13. WORKERS' COMPENSATION BOARD

Agencywide

A motion was made by Jim Corridan and seconded by Mallory Long to approve Schedule No. 13 as submitted. Motion carried.

14. EDUCATIONAL INSTITUTIONS (PUBLIC AND CHARTER SCHOOLS)

A motion was made by Mallory Long and seconded by Jim Corridan to approve Schedule No. 14 as submitted and replacing the old one. Motion carried.

Jim Corridan stated this is a revision to a massive schedule that was last updated in the early 90's and so this is now for public schools and charter schools. Mr. Corridan stated we owe Senator Pete Miller from Hendricks County a debt of gratitude for helping us get different people and groups to the table to make this all happen.

16-6-17-07

None

16-6-17-08

ADJOURNMENT

There being no further business before the Committee, meeting adjourned at 2:38 p.m.