

OVERSIGHT COMMITTEE ON PUBLIC RECORDS MEETING MINUTES
Regular Meeting February 24, 2021
(Virtual meeting)

21-2-24-1

CALL TO ORDER

A virtual meeting of the Oversight Committee on Public Records was held on Wednesday, February 24, 2021. The meeting was called to order by Chairman Tammy Glickman, Designee for Lesley Crane, Commissioner, Department of Administration, at 10:00a.m.

A roll call was conducted to determine members present constituting a quorum:

Jerry Bonnet, Designee for Connie Lawson, Secretary of State; Luke Britt, Public Access Counselor; Jim Ehrenberg, Designee for Tracy Barnes, Chief Operating Officer, Office of Technology; Tamara Hemmerlein, lay member; Doug Kowalski, Designee for Paul Joyce, State Examiner, State Board of Accounts; Chandler Lighty, Executive Director, Indiana Archives and Records Administration; Jay Phelps, County Clerk, Bartholomew County; Jacob Speer, Director, Indiana State Library; Scott Uecker, professional journalist, lay member.

Members absent: Cynthia Carrasco, Governor's Designee

IARA staff in attendance: Marilyn Fernandez, Deputy Director/Records Management; Meaghan Fukunaga, Deputy Director/Electronic Records; Claire Horton, Deputy Director/Archives; Kim Hagerty, Director/Digitization & Micrographic Services; Amy Robinson, Records Management; Amy Christian Janicki, Records Management Liaison.

Guests: None

21-2-24-2

NEXT MEETING

The next meeting of the OCPR is scheduled to be held on Wednesday, March 24, 2021 at 10:00a.m. as a virtual meeting.

21-2-24-3

PREVIOUS MEETING

A motion was made by Jacob Speer, seconded by Doug Kowalski, to approve the minutes of the last meeting held on Wednesday, December 2, 2020 regular meeting of the OCPR. Motion carried.

21-2-24-4

DIRECTOR'S REPORT

Chandler Lighty submitted the Director's Report previously distributed to the OCPR for review.

The report includes a narrative from Claire Horton/Archives, Marilyn Fernandez/Records Management, Meaghan Fukunaga/Electronic Records.

Chandler Lighty invited all members to review the Annual Report developed by Meaghan Fukunaga. The report highlights the accomplishments of IARA in 2020. The agency is reaching out to obtain records of outgoing State leaders. A contract with Ancestry.com was just completed for the digitization of vital records which will net the agency some money as well as make the records more accessible for public use. The Administrative rule process for medical records access is still in progress. IARA's appropriation in HB1001 for the next biennium has a provision that some of the appropriated funds are for conducting a study to determine the cost of digitizing all records housed at the Archives of historic significance and of interest to researchers and the general public including a website permitting access. Study is to be completed by November 2022. This will be a priority for the upcoming fiscal year.

21-2-24-5

NEW BUSINESS

1. Film Verification Policy – DRAFT

An update was presented by Meaghan Fukunaga. This policy will allow the lab to create procedures to prevent and protect them from being the final de facto verifier of microfilm that is created. It is the responsibility of the originating agency to verify its quality and veracity. It is a difficult policy to gain compliance from agencies. Item 2b states the agency must verify in accordance with 60 IAC 2. It provides support for agencies on how to verify microfilm from the lab. Template letters to be utilized in working with agencies at various stages are included.

Tammy Glickman pointed out the cited authority (IC5-15-5.1-8) states this policy must be enacted by OCPD in compliance with Indiana Supreme Court because these documents must meet standards to be admissible in court.

Following the correction of a few edits and the presentation to and approval of the Indiana Supreme Court, this policy will appear on a future OCPD agenda under Old Business in its final format for review and possible approval by the OCPD.

21-2-24-6

RECORDS RETENTION AND DISPOSITION SCHEDULES (Action needed)

1. Economic Development

A motion was made by Doug Kowalski, seconded by Luke Britt, to adopt schedule 1. Motion carried.

2. Health/Maternal and Child/Genomics and Newborn Screening

A motion was made by Doug Kowalski, seconded by Scott Uecker, to adopt schedule 2. Motion carried.

21-2-24-7

OLD BUSINESS

As a point of information, Chandler Lighty, as Executive Director, is going to send a letter to county clerks offering encouragement for the county commissioners to participate in their county OCPR annual meetings. OCPR endorses this as an appropriate practice.

1-2-24-8

ADJOURNMENT

There being no further business before the Committee, a motion was made by Jacob Speer, seconded by Luke Britt, to adjourn the meeting at 1