

MEETING MINUTES

January 26, 2022, 10: 00 a.m. Eastern Time

Indiana Archives and Records Administration

Meeting Location: IGC South Conference Center, Room D

MEETING OF THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS

2022-01-26-1: CALL TO ORDER

A meeting of the Oversight Committee on Public Records was held on Wednesday, January 26, 2022. The meeting was called to order by Chairperson Tammy Glickman at 10:02 a.m.

A roll call was conducted to determine members present constituting a quorum: Luke Britt (Public Access Counselor), Jim Ehrenberg (Designee for Tracy Barnes, Chief Operating Officer, Office of Technology), Tammy Glickman (designee for Rebecca Holwerda, Commissioner, Department of Administration / Oversight Committee Chair), Tamara Hemmerlein (Lay Member), Beth Kelley (Designee for Paul Joyce, State Examiner, State Board of Accounts), Chandler Lighty (Executive Director of the Indiana Archives and Records Administration / Oversight Committee Secretary), Jacob Speer (Director of the Indiana State Library / Oversight Committee Vice-Chair).

Members absent: Jerry Bonnet (Designee for Holli Sullivan, Secretary of State), Scott Uecker (Professional Journalist / Lay Member).

IARA staff in attendance:

Indiana Archives - Claire Horton (Deputy Director), via call-in.

Records Management - Kara Chinn (Records Management Coordinator), Amy Robinson (Records Analyst).

Guests: None.

2022-01-26-2: NEXT MEETING

The next meeting of the OCPR is scheduled to be held on Wednesday, February 23, 2022, at 10:00 a.m. in Indiana Government Center South, Conference Center Room D.

2022-01-26-3: PREVIOUS MEETING

A motion was made by Luke Britt, seconded by Tamara Hemmerlein, to approve the minutes of the last regular meeting of the OCPR held on Wednesday, October 27, 2021. Motion carried.

2022-01-26-4: DIRECTOR'S REPORT

IARA Executive Director Chandler Lighty submitted the Director's Report previously distributed to the OCPR for review. The report includes a narrative from: Claire Horton (Deputy Director, State Archives), Meaghan Fukunaga (Deputy Director, Records Management), Jackie Swihart (Deputy Director, Administration), Kim Hagerty (Director of the State Imaging and Microfilm Lab), and Samantha Putnam (Director of the State Records Center).

Highlights presented to the Committee:

- New Administrative Rule 60 IAC 5 has been published in the Indiana Register and is now active.
- The Director's Report contains proposed design, development and construction dates for IARA's new building. IARA hopes to present further details including location by the next OCPR meeting.
- Two active bills may affect IARA if passed:
 - HB 1120, an agency bill concerning Forms Management
 - HB 1101, an external bill sponsored by the Hoosier State Press Association which may affect IARA, the State Library, and the Office of Technology.
- IARA's open positions should be filled within the next few weeks.
- The catalytic converter was stolen from the Records Center truck in January while parked at 30th Street.

2022-01-26-5: OLD BUSINESS

1. **None.**

2022-01-26-6: RECORDS RETENTION AND DISPOSITION SCHEDULES (Action needed)

1. **Department of Administration / Department of Child Services Ombudsman**
A motion was made by Luke Britt, seconded by Tamara Hemmerlein, to adopt Schedule 1. Motion carried.
2. **Alcohol and Tobacco Commission / agencywide schedule**
A motion was made by Jake Speer, seconded by Luke Britt, to adopt Schedule 2. Motion carried.
3. **Office of Environmental Adjudication / agencywide schedule**
A motion was made by Luke Britt, seconded by Tamara Hemmerlein, to adopt Schedule 3. Motion carried.
4. **Department of Natural Resources / Oil and Gas**
A motion was made by Jake Speer, seconded by Luke Britt, to adopt Schedule 4. Motion carried.
5. **Natural Resources Commission / agencywide schedule**
A motion was made by Tamara Hemmerlein, seconded by Jake Speer, to adopt Schedule 5. Motion carried.
6. **Public Retirement System / agencywide schedule**
A motion was made by Luke Britt, seconded by Tamara Hemmerlein, to adopt Schedule 6. Motion carried.
7. **Department of Revenue / agencywide schedule**
A motion was made by Luke Britt, seconded by Jake Speer, to adopt Schedule 7. Motion carried.
8. **State Employees' Appeals Commission / agencywide schedule**
A motion was made by Luke Britt, seconded by Tamara Hemmerlein, to adopt Schedule 8. Motion carried.

2022-01-26-7: NEW BUSINESS

1. **Election of New Officers for 2022 Calendar Year: Chair and Vice-Chair**

Outgoing Chair Tammy Glickman explained the single calendar year term and limit of 3 consecutive terms, which she has now served. The floor was opened to nominations for the position of Chair. Luke Britt nominated Jacob Speer, who accepted the nomination, followed by unanimous approval.

The floor was then opened to nominations for the position of Vice-Chair, previously held by Jacob Speer. Luke Britt asked Jim Ehrenberg if he was willing to be nominated; Jim declined on the grounds that IOT may have a conflict of interest on some matters covered by the Committee. Luke then nominated Tamara Hemmerlein, who accepted the nomination, which was seconded by Beth Kelley, followed by unanimous approval.

2. **Mailbox Retention Policy**

Chandler Lighty briefly explained the project's history: initially motivated by fiscal concern from IOT regarding e-mail storage costs, the Governor's Office, State Personnel, the Office of Technology, and IARA collaborated to develop a method and policy for properly retaining e-mail from policy-makers in accordance with Record Series GRADM-3, and deleting other e-mail in accordance with Record Series GRADM-4.

Jim Ehrenberg noted that he hadn't been aware of the project, and requested time to review, research, and provide feedback on the policy draft submitted to the Committee. Chandler Lighty and Amy Robinson confirmed that this was an expected need and that the relevant IARA staff would be available to answer questions and work on revisions.

Tammy Glickman agreed with the need for such a policy, suggested that it should be finalized on a firm schedule in order to begin providing user education to state agencies as soon as possible, and urged that input and revisions from relevant parties be provided by the next meeting of the Committee, with the intent of voting on a final draft in March 2022.

2022-01-26-7: NEW BUSINESS (Continued)

3. Forms Management Improvements

Developed with the assistance of former Governor's Designee Cynthia Carrasco, the planned improvements coincide with the bill mentioned in the Director's Report and are designed to lessen the administrative and bureaucratic burden that Forms Management places on IARA and agencies. The changes would place more responsibility for forms design and revision on the agencies which own the forms, with IARA's duties shifting toward review and approval only. Regardless of whether the legislation passes, an Administrative Rule is also being drafted to provide guidelines that will improve the forms process in the same direction.

Tammy Glickman asked if there was already any Administrative Rule regarding state forms; Chandler Lighty confirmed that there is not. Tammy asked if a rule is necessary, citing the potentially long approval path; Chandler explained the necessity of having an official process in place should the legislation not pass, and to provide more specific guidelines even if the bill is voted into law. IARA will update the Committee on the development and progress of both the bill and the rule draft over the next few months.

4. Additional Discussion

Luke Britt asked if other Committee members were aware of an initiative by IOT to develop a statewide tracking system/platform for public records requests; Jim Ehrenberg stated that he hadn't been informed of such a plan through IOT internal channels. Luke was consulted on it very recently and believes that it's potentially a good idea, but would need more stakeholders involved. A meeting on the topic has been scheduled, and Luke will forward the invitation to Jim.

Amy Robinson noted that a new designee has been assigned to fill Cynthia Carrasco's vacancy on the OCPD; the letter of appointment arrived just before the January OCPD meeting. That letter will be included in the official documents for February's meeting, at which time Michael Nossett will be our new Committee Member for the Governor's Office.

2022-01-26-8: ADJOURNMENT

There being no further business before the Committee, a motion was made by Jim Ehrenberg, seconded by Luke Britt, to adjourn the meeting at 10:52 a.m. Motion carried.