

# MEETING MINUTES

**September 27, 2023, 10: 00 a.m. Eastern Time**

**Indiana Archives and Records Administration**

**Meeting Location:** IGC South Conference Center, Room 12

## MEETING OF THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS

### 2023-09-27-1: CALL TO ORDER

A meeting of the Oversight Committee on Public Records was held on Wednesday, September 27, 2023. The meeting was called to order by Chairperson Jake Speer at 10:00 a.m.

**A roll call was conducted to determine members present constituting a quorum:** Jerry Bonnet (Designee for Diego Morales, Secretary of State), Jim Ehrenberg (Designee for Tracy Barnes, Chief Operating Officer, Office of Technology), Tammy Glickman (designee for Rebecca Holwerda, Commissioner, Department of Administration), Tamara Hemmerlein (Lay Member / Oversight Committee Vice-Chair), Beth Kelley (Designee for Paul Joyce, State Examiner, State Board of Accounts), Amy Kippenbrock (County Commissions of Public Records Representative) via telephone, Chandler Lighty (Executive Director of the Indiana Archives and Records Administration / Oversight Committee Secretary), Jacob Speer (Director of the Indiana State Library / Oversight Committee Chair), Scott Uecker (Professional Journalist / Lay Member).

**Members absent:** Luke Britt (Public Access Counselor), Michael Nossett (Governor's Designee).

**IARA staff in attendance:** Amy Robinson (State Records Analyst).

**Guests:** None.

### 2023-09-27-2: NEXT MEETING

The next meeting of the OCPR is scheduled for Wednesday, October 25, at 10:00 a.m. in Indiana Government Center South, Conference Center Room 12.

### 2023-09-27-3: PREVIOUS MEETING

Motion by Tammy Glickman, seconded by Luke Britt, to approve the minutes of the last regular meeting of the OCPR held on Wednesday, May 31. Motion carried.

### 2023-09-27-4: 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 Alderfer (Assistant Director, State Archives), Meaghan Fukunaga (Assistant Director, Records Management), Kim Hagerty (Director of the State Imaging and Microfilm Lab), and Samantha Putnam (Director of the State Records Center).

#### Highlights presented to the Committee:

IARA is successfully handing more ownership of the state forms design process to the agencies which own the forms, with only one full-time IARA staff member now required to run the program.

Groundbreaking on the new State Archives building occurred on August 15<sup>th</sup>; the Governor spoke, and Pepper Construction has started on the job, though the major work will begin in October.

IARA welcomes Jamie Webb, Program Director E7, as our new Director of Special Projects.

### 2023-09-27-5: OLD BUSINESS

1. **Public Access Request Portal:** Jim Ehrenberg reported that the system is not perfectly intuitive, but is better than the old way of responding. Scott Uecker's concern was an increase in volume now that requests are easier to submit, and Chandler Lighty pointed out that the system can help by posting the records for repeated requests. Jim added that while it's easier to ask an agency for records, the portal also simplifies pointing a misdirected request to the *correct* agency. Jerry Bonnet believes the Secretary of State's portal will see frequent use during the 2024 election year, and noted that the Governor's Office continues to enthusiastically promote adoption of the portal to agencies.

## 2023-09-27-6: RECORDS RETENTION AND DISPOSITION SCHEDULES (Action needed)

1. **State Agencies General Retention Schedule:** motion to adopt by Jerry Bonnet, seconded by Tammy Glickman. Motion carried.
2. **Bureau of Motor Vehicles / Agencywide Schedule:** motion to adopt by Tammy Glickman, seconded by Scott Uecker. Motion carried.
3. **Bureau of Motor Vehicles / Vehicles and Fulfillment:** motion to adopt by Tammy Glickman, seconded by Scott Uecker. Motion carried.

## 2023-09-27-7: NEW BUSINESS / DISCUSSION

1. **Revisions to OCPD Policy 20-01 and 20-02:** Assistant Director Meaghan Fukunaga summarized the changes being made: the requirement to microfilm Critical records has been removed, leaving the decision of which storage formats to use up to the agency, in conjunction with IARA's new Critical Records Program and based on feedback from agencies and research into how microfilm is currently being produced and used. IARA will be publishing new guidance and providing user education on the changes and what they mean for county/local offices and state agencies.
  - a. **Policy 20-01:** motion to adopt by Tammy Glickman, seconded by Scott Uecker. Motion carried.
  - b. **Policy 20-02:** motion to adopt by Tammy Glickman, seconded by Scott Uecker. Motion carried.
2. Tamara Hemmerlein thanked County/Local Records Liaison Amy Christiansen for presenting at the annual County Historian Round Table and for her virtual brown-bag presentation for historical societies on the legalities and practicalities of accepting county records into their collections.

## 2023-09-27-8: ADJOURNMENT

There being no further business before the Committee, a motion was made by Tammy Glickman, seconded by Tamara Hemmerlein, to adjourn the meeting at 10:21 a.m. Motion carried.