

OVERSIGHT COMMITTEE ON PUBLIC RECORDS  
Regular Meeting January 16, 2008

08-1-16-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, January 16, 2008. The meeting was called to order by Chairperson Liz Keele, Designee for Todd Rokita, Secretary of State, at 1:30 p.m. in E418, Indiana Government Center South. Members present constituting a quorum: Elizabeth Barrett, Designee for Carrie Henderson, Commissioner, Department of Administration; Pam Bennett, Director, Indiana Historical Bureau; Caroline Bradley, Designee for Gerry Weaver, Director, Indiana Office of Technology; Roberta Brooker, Director, Indiana State Library; Jim Corridan, Director & State Archivist, Indiana Commission on Public Records; John Jacob, Designee for Bruce Hartman, State Examiner, State Board of Accounts; Heather Neal, Public Access Counselor; Nancy Turner, lay member. Members absent: Anita Samuel, Governor's Office. Commission staff in attendance: Jeff Roeder, Deputy Director; Larry Hummel and Amy Robinson, Records Management; Beverly Stiers, County and Local Government Records Management. Amy Robinson, Records Management. Guests in attendance: Donna Learned and Yvette D. Hear, Attorney General's Office.

08-1-16-02

NEXT MEETING

Liz Keele announced the next meeting would be held February 20, 2008 at 1:30 p.m. in E418, Indiana Government Center South.

08-1-16-03

PREVIOUS MEETING

Pam Bennett moved approval of the minutes of the December 19, 2007 meeting as presented. Nancy Turner seconded. Motion carried.

08-1-16-04

OLD BUSINESS

- 1) BMV request for waiver – Still under review
- 2) FSSA request for waiver – Still under review

A letter was distributed from the General Council, Legislative Director for FSSA, Jessaca Turner Stults. One of the requirements when the waiver was passed for the 12 months is the General Counsel said that there were no issues related to retaining this for the 12 months. The letter is part of the official record.

- 3) E-mail Retention Policy for County and Local Government.

Jim Corridan, Bev Stiers and Jeff Roeder met and are in the process of creating a general retention schedule for local government that can be adopted by the Oversight Commission and then passed out to the counties to be given a much clearer direction on what should and shouldn't be kept, simplifying matters that come before them. They hope to have that prepared at the next meeting for approval by the Commission. The other issue that they are trying to rectify is the Commission on Public Records has not been following law that covers local government records carefully. There are all these requirements in state statute that stipulate how long certain things are to be kept. They are going to go through the process over time of pulling all of that together so that it is reflected in some kind of centralized document so that all the different agencies across local government will have one central

depository, one location to find out what governs them and what the rules are. There are 92 Local Commissions. One of the many metrics in the Commission on Public Records is measuring when those Commissions last met. All the Clerks who are the secretary of all Local Commissions have been contacted telling them that they are going to publish a red, yellow and green spread sheet that will show each county and when they last met. If they have met in the last 12 months they are green, if they have met in the last 2 years, yellow and more than that red. That cleaned a lot up and had a lot of them meeting. Bev Stiers reported that there are very few red left. The majority are now green.

08-1-16-05

DIRECTOR'S REPORT

State Archives across the country are working trying to get legislation passed that is being proposed in the next congressional session to provide funding for local record programs in preserving local historic records at the local level in a grant program similar to the LSTA (Library Service Technology Act) funding, to allow Indiana and all the states to receive money to put programs together that will make this all work.

Indiana has been asked to join as an educational partner in a grant ran by the Library of Congress for an electronic records program. Washington State has received an \$800,000 grant, and as active partners and educational partners we have been included as an educational partner, which means we will be going to Washington State quarterly for updates and input to learn how electronic records can best work for state government. They have funded four of these programs across the country.

The NHPRC has changed the way they do funding for grants. In the last two years the Commission on Public Records received two \$10,000 grants, one in each year for SHRAB. We have been told that we will now be receiving \$20,000 a year minimum with a potential of another \$50,000 which we can utilize for massive grants or additional mini-grants for different government entities.

08-1-16-06

AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULES(S)

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

- 1. INDIANA UNIVERSITY .....12-14-07  
Payroll Division
- 2. INDIANA COMMISSION ON PUBLIC RECORDS .....01-07-08  
Records Center
- 3. OFFICE OF ATTORNEY GENERAL FOR THE STATE .....01-09-08  
Consumer Protection Division

In regard to Schedule No. 1, Indiana University, Payroll Division, there were no questions or comments. A motion was made by Nancy Turner and seconded by Heather Neal to approve Schedule No. 1 as submitted. Motion carried.

In regard to Schedule No. 2, Indiana Commission on Public Records, Records Center, there were no questions or comments. A motion was made by Pamela Bennett and seconded by Elizabeth Barrett to approve Schedule No. 2 as submitted. Motion carried.

In regard to Schedule No. 3, Office of Attorney General, Consumer Protection Division, there were no questions or comments. A motion was made by Jim Corridan and seconded by Pamela Bennett to approve Schedule No. 3 as submitted. Motion carried.

08-1-16-07

#### NEW BUSINESS

State Archives Fee Schedule.

Jim Corridan stated part of this is being presented as information for approval at the next meeting and then part of this is being presented as information for approval today. Mr. Corridan stated they may amend some of this which is why they do not want it all adopted, but some of these are new things they are doing at the State Archives, so, therefore, a fee needs to be adopted to finalize this. Mr. Corridan stated these are the recommendations of the State Archives and there are some things that have not been worked out yet, and particularly you probably won't be adopting these today, but if you on the side look at the long spread sheet, we will bring this back up at next month's meeting. Mr. Corridan stated that begins with photographs/scanning, the first item on Line 13, Aerial Reproductions, he would ask that that be adopted today and also the entire back page, or the standard and color prints. Mr. Corridan stated a new piece of equipment was purchased for the State Archives which allows us to take large aerial photographs and reproduce them and/or digitize them. Mr. Corridan stated recently within the last three (3) months the State Land Office turned over all their aerial photography from 1970 to 1990's to us and we have the older part of this collection before then. Mr. Corridan stated we now have a huge demand from environmental engineering firms and others trying to get photographs showing there is no pollution or whatever on these sites. Mr. Corridan stated in order to recoup our costs for buying this equipment, we have set these fees. The other fees are our standard fees and all of a sudden they are going up. The reason the photography fees are increasing is because we had a long-term contract with a corporation called Firehouse and they are no longer able to do some of this work for us at the rates we are charging, so we are increasing those costs to recoup our expenses. Pam Bennett asked if Firehouse would still be doing any of this and Mr. Corridan stated Firehouse would be doing some of it.

Mr. Corridan stated the item he is not wanting to address today, although we could probably include Line 3, Digital Images Burned to CD or via email, but Use Fee, Line 9, the State Library, the Historical Bureau, the State Museum, the State Archives all are going to try and work on a uniform fee for the use of images for the State and we have not worked all that out yet. Mr. Corridan asked Pam Bennett if the Historical Bureau fee was \$50.00 and Ms. Bennett stated the Governors' portraits and the Fall of Fort Sackville painting and the Anthony Wayne flag go in dedicated funds for those items. Mr. Corridan stated the Library is looking at trying to come with a fee and the four Agencies are not in the same place and we want to get that all uniform before we adopt something.

Jim Corridan made a motion that the Oversight Committee on Public Records adopt the State Archives Fee Schedule as presented in items 1 through 8 and 10 through 67 on the long sheets and the one-page Suggested Fee Schedule of the handouts, seconded by Nancy Turner. Motion carried.

08-1-16-08

#### ADJOURNMENT

There being no further business, Pam Bennett moved that the meeting be adjourned. Heather Neal seconded. Motion carried. Meeting adjourned at 1:54 p.m.