

MEETING MINUTES

April 24, 2024, 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

2024-04-24-1: CALL TO ORDER

A meeting of the Oversight Committee on Public Records was held on Wednesday, April 24, 2024. The meeting was called to order by Vice Chairperson Tamara Hemmerlein at 10:00 a.m.

A roll call was conducted to determine members present constituting a quorum: Luke Britt (Public Access Counselor), 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), Chandler Lighty (Executive Director of the Indiana Archives and Records Administration / Oversight Committee Secretary), Michael Nossett (Designee for Governor Eric Holcomb), Scott Uecker (Professional Journalist / Lay Member).

Members absent: Beth Kelley (Designee for Paul Joyce, State Examiner, State Board of Accounts), Amy Kippenbrock (Dubois County Clerk / County Commissions of Public Records Representative), Jacob Speer (Director of the Indiana State Library / Oversight Committee Chair).

IARA staff in attendance: Meaghan Fukunaga (Assistant Director, Records and Information Management), Kalita López (Electronic Records Archivist), Anna Lucas (Electronic Records Archivist), Amy Robinson (State Agency Records Analyst), Madison Young (County / Local Records Analyst). **Guests:** None.

2024-04-24-2: NEXT MEETING

The next meeting of the OCPR is scheduled for Wednesday, June 19, at 10:00 a.m. in Indiana Government Center South, Conference Center Room 12.

2024-04-24-3: PREVIOUS MEETING

Motion by Tammy Glickman, seconded by Jerry Bonnet, to approve the minutes of the last regular meeting of the OCPR held on Wednesday, January 31, 2024. Motion carried.

2024-04-24-4: 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).

Points of interest presented to the Committee:

- IARA continues to fully shut down the Forms Management program, with no full-time IARA staff members required. IARA is working with IOT to create a statement of work to make the database more accessible for agencies.
- Construction on the new State Archives building continues, with new cranes being set up.
- IDOA finalized the QPA for state-wide shredding services. The State Records Center has used the shred trucks and reports that they are very efficient. The shred trucks will come onsite to shred due to sensitive information or for mass shredding. Electronic media such as CDs or hard drives can also be destroyed under the new QPA.
- IARA welcomes Kalita López to the Records and Information Management Division, as our new Electronic Records Archivist.
- April is Records and Information Management Month; IARA received a proclamation from the Governor and has hosted two webinars on electronic records and responsible records destruction.

- Claire Alderfer will take a leave of absence over the summer months; Chandler Lighty will oversee the Archives during her absence.

2024-04-24-5: OLD BUSINESS

1. **None.**

2024-04-24-6: RECORDS RETENTION AND DISPOSITION SCHEDULES (Action needed)

1. **State Agencies General Retention Schedule:** motion to adopt by Luke Britt, seconded by Scott Uecker. Motion carried.
2. **Archives and Records Administration / Agencywide Schedule:** motion to adopt by Tammy Glickman, seconded by Luke Britt. Motion carried.
3. **Archives and Records Administration / Forms Management:** motion to adopt by Tammy Glickman, seconded by Jerry Bonnet. Motion carried.
4. **Department of Administration / Department of Correction Ombudsman:** motion to adopt by Tammy Glickman, seconded by Jerry Bonnet. Motion carried.
5. **State Comptroller / Agencywide Schedule:** motion to adopt by Luke Britt, seconded by Scott Uecker. Motion carried.
6. **Finance Authority / Agencywide Schedule:** motion to adopt by Luke Britt, seconded by Jerry Bonnet. Motion carried.
7. **Finance Authority / Recreational Development Commission:** motion to adopt by Tammy Glickman, seconded by Scott Uecker. Motion carried.
8. **Finance Authority / State Revolving Loan Fund:** motion to adopt by Tammy Glickman, seconded by Jerry Bonnet. Motion carried.
9. **Secretary of State / Election Division:**
 - a. Meaghan Fukunaga expresses appreciation for the input of the Election Division on revisions to the retention schedule, as well as their contributions to County / Local taskforces.
 - b. Motion to adopt by Jerry Bonnet, seconded by Luke Britt. Motion carried.

2024-04-24-7: NEW BUSINESS / DISCUSSION

1. **Follow-up on controls for retention schedule revisions**
 - a. IARA is preparing a draft of controls for retention schedule revisions, which will likely be shared in June.

2024-04-24-8: ADJOURNMENT

There being no further business before the Committee, a motion was made by Tammy Glickman, seconded by Luke Britt, to adjourn the meeting at 10:15 a.m. Motion carried.