

MEETING MINUTES

February 17, 2025, 9:30 a.m. Eastern Time

Indiana Archives and Records Administration

Meeting Location: IGC South Conference Center, Room 15

MEETING OF THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS

2025-02-17-1: CALL TO ORDER

A meeting of the Oversight Committee on Public Records was held on Monday, February 17, 2025. The meeting was called to order by Chairperson Jake Speer at 9:32 a.m.

A roll call was conducted to determine members present constituting a quorum: Jerry Bonnet (Secretary of State's designee), Luke Britt (Public Access Counselor), Tammy Glickman (IDOA commissioner's designee), Beth Kelley (SBOA state examiner's designee), Chandler Lighty (director of the Indiana Archives and Records Administration), Jacob Speer (director of the Indiana State Library / Oversight Committee Chair), Scott Uecker (professional journalist / lay member).

Members absent: Amy Kippenbrock (county clerk or recorder appointee), Tamara Hemmerlein (lay member / Oversight Committee vice-chair).

IARA staff in attendance: Kalita López (electronic records archivist), Ann Young (state records management liaison), Madison Young (county / local records analyst). **Guests:** None.

2025-02-17-2: NEXT MEETING

The next meeting of the OCPR is tentatively scheduled for Wednesday, March 26, at 10:00 a.m. in Indiana Government Center South, Conference Center Room 12.

2025-02-17-3: PREVIOUS MEETING

1. Minutes from November 13, 2024 meeting.
 - a. A motion was made by Jerry Bonnet, seconded by Luke Britt, to approve the minutes of the last regular meeting of the OCPR held on Wednesday, November 13, 2024. Motion carried.
2. Reapproval of minutes from September 25, 2024 meeting.
 - a. Madison Young explained there was an incorrect year in the previously approved minutes.
 - b. A motion was made by Tammy Glickman, seconded by Chandler Lighty, to approve the amended minutes from the OCPR meeting held on Wednesday, September 25, 2024. Motion carried.

2025-02-17-4: 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:

- Ann Young joined IARA in November, assuming the role of state records management liaison. She is fully onboard and has been working with state agencies.
- IARA received a significant electronic transfer of materials from Governor Eric Holcomb as he left office.
- It has been a quiet legislative session for IARA. A bill giving IARA responsibility for public notices has been amended, giving the responsibility to IOT.
- IARA is now in the Office of Management and Budget under Secretary Lisa Hershman.
- In late January, IARA acquired a Digital Asset Management system. There will be more digitization in IARA's future.

2025-02-17-5: OLD BUSINESS

1. **None.**

2025-02-17-6: RECORDS RETENTION AND DISPOSITION SCHEDULES (Action needed)

1. **Bureau of Motor Vehicles / Branch Operations and Bureau of Motor Vehicles Commission:** motion to adopt by Tammy Glickman, seconded by Scott Uecker. Motion carried.
2. **Department of Labor / Bureau of Mines and Mine Safety:** motion to adopt by Luke Britt, seconded by Tammy Glickman. Motion carried.
3. **Board of Animal Health / Agencywide:** motion to adopt by Jerry Bonnet, seconded by Luke Britt. Motion carried.

2025-02-17-7: NEW BUSINESS / DISCUSSION

1. **Re-appointment of Tammy Glickman as designee for the new Commissioner of the Department of Administration, Brandon Clifton**
 - a. The Oversight Committee on Public Records is in receipt of a letter from Department of Administration Commissioner Brandon Clifton appointing Tammy Glickman as his representative on the committee. The Committee confirms and congratulates Glickman on her reappointment.
2. **OCPR Vacancies**
 - a. Chandler Lighty explained that IARA is waiting for an appointment from the Governor's office, and the acting head of IOT is looking to appoint a designee.
 - b. Luke Britt announced that he resigned as Public Access Counselor, and this will be his last OCPR meeting. The Committee wished him well.
3. **Election of Officers**
 - a. Chandler Lighty questioned if the election of officers should occur given the Committee vacancies. Scott Uecker asked how many members constitute a quorum. Madison Young explained that with all positions filled, six members constitute a quorum; currently, with only nine positions filled, five members constitute a quorum. Jacob Speer recommended waiting to elect officers. Tammy Glickman added that in previous years, the election took place later in the year. Glickman suggested waiting until the next meeting for the election. All other Committee members agreed.
4. **60 IAC 3 and 4 – no action needed**
 - a. Chandler Lighty explained that these are old administrative rules that IARA is letting lapse. Lighty added that one rule, pertaining to providing copies of digitized records, is already covered in Indiana Code; the other is regarding State Forms, which is no longer relevant.
5. **60 IAC 5 – no action needed**
 - a. Chandler Lighty explained this rule will need to be readopted later in the year. Lighty added that this rule pertains to the access of health records held at the State Archives, which need a privacy committee review and request to access. This will be the only IARA Administrative Rule after readoption. Tammy Glickman questioned if this rule needed to be readopted this year because it was going to the Budget Committee. Lighty was told by LSA he needed to file intent of readoption. Glickman asked if readoption necessitated a hearing. Lighty did not know. Glickman and Luke Britt added that a hearing is only needed for an amendment.
6. **In Memoriam**
 - a. Chandler Lighty announced that Pam Bennett, former Director of the Historical Bureau, and long-time member and chair of OCPR, passed away recently. Jake Speer added that there will be a reception for her at the State Library on March 28.

2025-02-17-8: 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 9:47 a.m. Motion carried.