

MEETING MINUTES

September 24, 2025, 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

2025-09-24-1: CALL TO ORDER

A meeting of the Oversight Committee on Public Records was held on Wednesday, September 24, 2025. The meeting was called to order by Chair Tamara Hemmerlein at 10:00 a.m.

A roll call was conducted to determine members present constituting a quorum: Tammy Glickman (IDOA commissioner's designee), Tamara Hemmerlein (lay member / Oversight Committee Chair), Amy Kippenbrock (county clerk or recorder appointee, via call-in), Chandler Lighty (director of the Indiana Archives and Records Administration), Kegan Prentice (Secretary of State's designee), Jennifer Ruby (Public Access Counselor), Jacob Speer (director of the Indiana State Library / Oversight Committee Chair), Scott Uecker (professional journalist / lay member).

Members absent: Beth Kelley (SBOA state examiner's designee / Oversight Committee vice-chair).

IARA staff in attendance: Amy Christiansen (county / local records management liaison), Kalita López (electronic records archivist), Anna Lucas (electronic records archivist), Ann Young (state records management liaison), Madison Young (county / local records analyst). **Guests:** Jennifer Gauger (State Board of Accounts representative), Abigail Meister (Horse Racing Commission, via livestream).

2025-09-24-2: NEXT MEETING

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

2025-09-24-3: PREVIOUS MEETING

Motion by Tammy Glickman, seconded by Jennifer Ruby, to approve the minutes of the last regular meeting of the OCPR held on Wednesday, June 25, 2025. Motion carried.

2025-09-24-4: 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:

- The RFP for move the archival materials has been submitted, IARA is now coordinating. The north crane tower is coming down, and the south tower should follow soon. Ohio Street should be opening again.
- The Microfilm and Imaging Lab is doing less by design. Fewer state agencies are requesting services, allowing for more staff to help prepare for the move next year. The Lab will focus more on digitization for ease of access.
- Regarding the budget, staff departures and more closely monitored spending are allowing the agency to stay within its appropriation and meet its reversion target.

2025-09-24-5: OLD BUSINESS

1. **None.**

2025-09-24-6: RECORDS RETENTION AND DISPOSITION SCHEDULES (Action needed)

1. **County / Local: Surveyors (SU):** motion to adopt made by Tammy Glickman, seconded by Jennifer Ruby. A roll call vote was taken of membership present and by call-in Amy Kippenbrock. Motion carried.

2. **County / Local: Educational Institutions (ED):** motion to adopt made by Tammy Glickman, seconded by Jennifer Ruby. A roll call vote was taken of membership present and by call-in Amy Kippenbrock. Motion carried.
3. **County / Local: Public Libraries (LIB):** motion to adopt made by Scott Uecker, seconded by Tammy Glickman. A roll call vote was taken of membership present and by call-in Amy Kippenbrock. Motion carried.
4. **County / Local Zoning, Planning, Development, and Enforcement (LAND):** motion to adopt made by Jennifer Ruby, seconded by Scott Uecker. A roll call vote was taken of membership present and by call-in Amy Kippenbrock. Motion carried.
5. **Horse Racing Commission:** motion to adopt made by Jennifer Ruby, seconded by Tammy Glickman. A roll call vote was taken of membership present and by call-in Amy Kippenbrock. Motion carried.
6. **Department of Labor / Indiana Occupational Safety and Health Administration:** motion to adopt made by Jennifer Ruby, seconded by Tammy Glickman. A roll call vote was taken of membership present and by call-in Amy Kippenbrock. Motion carried.

2025-09-24-7: NEW BUSINESS / DISCUSSION

1. Notice of Public Comment Period for Rule Readoption

- a. Chandler Lighty explained that all IARA's rules are set to expire except for this one. This rule is currently in its thirty-day public comment period, it will be ready for public hearing at the next meeting of the Committee.

2. Appointment of Kegan Prentice as designee for Secretary of State, Diego Morales

- a. The Committee welcomes Kegan Prentice to the Oversight Committee on Public Records.

2025-09-24-8: ADJOURNMENT

There being no further business before the Committee, a motion was made by Tammy Glickman, seconded by Scott Uecker, to adjourn the meeting at 10:14 a.m. Motion carried.