

# MEETING MINUTES

**November 12, 2025, 10:00 a.m. Eastern Time**

**Indiana Archives and Records Administration**

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

## MEETING OF THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS

### 2025-11-12-1: CALL TO ORDER

A meeting of the Oversight Committee on Public Records was held on Wednesday, November 12, 2025. The meeting was called to order by Chair Tamara Hemmerlein at 10:02 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 vice-chair), Beth Kelley (SBOA state examiner's designee), Chandler Lighty (director of the Indiana Archives and Records Administration), Jennifer Ruby (Public Access Counselor), 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), Kegan Prentice (Secretary of State's designee).

**IARA staff in attendance:** Amy Christiansen (county / local records management liaison), Kalita López (electronic records archivist), Ann Young (state records management liaison), Madison Young (county / local records analyst). **Guests:** Jim Gutting (Public Access Counselor representative), Dan Thomas (Department of Revenue, via livestream).

### 2025-11-12-2: NEXT MEETING

The next meeting of the OCPR is scheduled for Wednesday, March 25, at 10:00 a.m. in Indiana Government Center South, Conference Center Room 26.

### 2025-11-12-3: PREVIOUS MEETING

Motion by Jennifer Ruby, seconded by Tammy Glickman, to approve the minutes of the last regular meeting of the OCPR held on Wednesday, September 24, 2025. Motion carried.

### 2025-11-12-4: 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:

- There have been two staff departures recently, and IARA is looking to possibly fill one in the future.
- Building progress is on target. No delays in construction or budgetarily.
- IARA is working with IDOA on an RFP to move collections from the Archives. Once IDOA approves the RFP IARA will begin negotiations.

### 2025-11-12-5: OLD BUSINESS

#### 1. Administrative Rule 60 IAC 5

- a. Chandler Lighty clarified that no action is needed on this item. This rule received no comments in its thirty-day public comment period. According to Legislative Services, a public hearing is not required. Lighty said he is to fill out a form, send it to LSA, and from there it will go to the appropriate parties including the Governor for signature. Lighty added that this will be the only rule that OCPR will have in effect once it is readopted. Tammy Glickman wondered if this met the twenty-five percent rule reduction. Lighty clarified that since IARA opted not to readopt other rules, the commission is reducing by more than the required percentage.

## 2025-11-12-6: RECORDS RETENTION AND DISPOSITION SCHEDULES (Action needed)

1. **County / Local: General (GEN):** motion to adopt made by Jennifer Ruby, seconded by Scott Uecker. Motion carried.
2. **County / Local: Assessing Officials (AS):** motion to adopt made by Tammy Glickman, seconded by Jennifer Ruby. Motion carried.
3. **County / Local: County Auditor (AU):** motion to adopt made by Tammy Glickman, seconded by Jennifer Ruby. Motion carried.
4. **County / Local: County Treasurer (TR):** motion to adopt made by Jennifer Ruby, seconded by Tammy Glickman. Motion carried.
5. **Department of Revenue / Agencywide:** motion to adopt made by Tammy Glickman, seconded by Jennifer Ruby. Motion carried.
6. **Department of Revenue / Audit:** motion to adopt made by Tammy Glickman, seconded by Jennifer Ruby. Motion carried.
7. **Department of Revenue / Bankruptcy:** motion to adopt made by Tammy Glickman, seconded by Jennifer Ruby. Motion carried.
8. **Department of Revenue / Corporate:** motion to adopt made by Tammy Glickman, seconded by Jennifer Ruby. Motion carried.
9. **Department of Revenue / Finance:** motion to adopt made by Tammy Glickman, seconded by Jennifer Ruby. Motion carried.
10. **Department of Revenue / Individual Income Tax:** motion to adopt made by Tammy Glickman, seconded by Jennifer Ruby. Motion carried.
11. **Department of Revenue / Inheritance:** motion to adopt made by Tammy Glickman, seconded by Jennifer Ruby. Motion carried.
12. **Department of Revenue / Investigations:** motion to adopt made by Tammy Glickman, seconded by Jennifer Ruby. Motion carried.
13. **Department of Revenue / Motor Carrier Services:** motion to adopt made by Tammy Glickman, seconded by Jennifer Ruby. Motion carried.
14. **Department of Revenue / Processing Operations:** motion to adopt made by Tammy Glickman, seconded by Jennifer Ruby. Motion carried.
15. **Department of Revenue / Special Tax:** motion to adopt made by Tammy Glickman, seconded by Jennifer Ruby. Motion carried.
16. **Department of Revenue / Tax Administration:** motion to adopt made by Tammy Glickman, seconded by Jennifer Ruby. Motion carried.
17. **Department of Revenue / Taxpayer Advocate:** motion to adopt made by Tammy Glickman, seconded by Jennifer Ruby. Motion carried.
18. **Department of Revenue / Taxpayer Contact:** motion to adopt made by Tammy Glickman, seconded by Jennifer Ruby. Motion carried.
19. **Office of Technology / Agencywide:** motion to adopt made by Jennifer Ruby, seconded by Scott Uecker. Motion carried.
20. **Department of Natural Resources / Division of Water:** motion to adopt made by Jennifer Ruby, seconded by Scott Uecker. Motion carried.

## 2025-11-12-7: NEW BUSINESS / DISCUSSION

1. **Deactivation of OCPR Policy 21-01**
  - a. Chandler Lighty explained that since Indiana Administrative Rule 60 IAC 2 is not being readopted, this policy which is tied to it is irrelevant. Lighty added that microfilm is facing global supply issues, which makes it harder to obtain, and fewer entities are using it as a preservation mechanism. Because of this, there are not many agencies that need to verify the contents of the microfilm as the policy requires. Tammy Glickman questioned when the rule expires. Lighty clarified that it expires at the end of the calendar year. Glickman

thought that the policy should be deactivated at the same time the rule expires, at the end of the calendar year.

- b. Motion to approve made by Tammy Glickman, provided policy is not deactivated until December 31, 2025. Seconded by Jennifer Ruby. Motion carried.

#### **2025-11-12-8: 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.