

MEETING MINUTES

March 25, 2026, 10:00 a.m. Eastern Time

Indiana Archives and Records Administration

Meeting Location: IGC South Conference Center, Room 26

MEETING OF THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS

2026-03-25-1: CALL TO ORDER

A meeting of the Oversight Committee on Public Records was held on Wednesday, March 25, 2026. The meeting was called to order by Chairperson Tamara Hemmerlein at 10:01 a.m.

A roll call was conducted to determine members present constituting a quorum: Trent Bennett (governor's designee), Tammy Glickman (IDOA commissioner's designee), Tamara Hemmerlein (lay member / Oversight Committee chair), Beth Kelley (SBOA state examiner's designee / Oversight Committee vice-chair), Chandler Lighty (director of the Indiana Archives and Records Administration), Jennifer Ruby (Public Access Counselor), Jacob Speer (director of the Indiana State Library), Scott Uecker (professional journalist / lay member).

Members absent: Kegan Prentice (Secretary of State's designee), Amy Kippenbrock (county clerk or recorder appointee),

IARA staff in attendance: Anna Lucas (electronic records archivist, via live-stream), Ann Young (state records management liaison), Madison Young (county / local records analyst). **Guests:** Jan Van Dyck (Office of the Attorney General, via live-stream), Elizabeth Sullivan (Indiana Gaming Commission, via live-stream), Giovanna Gallagher (Department of Natural Resources, via live-stream)

2026-03-25-2: NEXT MEETING

The next meeting of the OCPR is scheduled for Wednesday, June 24, at 10:00 a.m. in Indiana Government Center South, Conference Center Room 26.

2026-03-25-3: 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, November 12, 2025. Motion carried.

2026-03-25-4: 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:

- Chandler Lighty shared that the new building is on schedule for turnover soon. Furniture should be installed in April and May, with the Archives moving in during June and July.
- Tamara Hemmerlein added that the Indiana Historical Society and Indiana Historical Bureau, who administer the county historian program, have sent save the dates to county historians to see the new building. Hemmerlein thanked Lighty and IARA staff for their willingness to host county historians.

2026-03-25-5: OLD BUSINESS

1. **None.**

2026-03-25-6: RECORDS RETENTION AND DISPOSITION SCHEDULES (Action needed)

1. **Office of the Indiana Attorney General / Legislative and Policy:** motion to adopt made by Tammy Glickman, seconded by Jennifer Ruby. Motion carried.
2. **Indiana Gaming Commission**

- a. Chandler Lighty commented that this schedule may be seen again in coming meetings. There is one record series that IARA wanted to make archival, but the Gaming Commission wanted the schedule approved as is for operational purposes. Ann Young added that there may also be a new record series that is currently in discussion.
 - b. Motion to adopt made by Jennifer Ruby, seconded by Beth Kelley. Motion carried.
3. **Department of Labor / Office of Chief Counsel:** motion to adopt made by Jennifer Ruby, seconded by Jacob Speer. Motion carried.
4. **Department of Labor / Bureau of Mines and Mine Safety:** motion to adopt made by Jennifer Ruby, seconded by Jacob Speer. Motion carried.
5. **Department of Labor / Quality Metrics and Statistics:** motion to adopt made by Jennifer Ruby, seconded by Jacob Speer. Motion carried.
6. **Department of Labor / Wage and Hour:** motion to adopt made by Jennifer Ruby, seconded by Jacob Speer. Motion carried.
7. **Department of Labor / Youth Employment Services:** motion to adopt made by Jennifer Ruby, seconded by Jacob Speer. Motion carried.
8. **Department of Natural Resources / Historic Preservation and Archaeology:** motion to adopt made by Tammy Glickman, seconded by Jennifer Ruby. Motion carried.
9. **Indiana Department of Toxicology**
 - a. Trent Bennett questioned if the Indiana State Police or any law enforcement was involved in the creation of this schedule. Ann Young explained that the State Police were not involved at any point in this schedule's revisions. Young then asked Bennett if he had any concerns she should address with the Department of Toxicology. Bennett clarified that his question is how long this type of information is retained for State Police purposes, but if they were consulted it is likely fine. Young explained that the majority of revisions were updating language to reflect how IARA now writes retention periods, not changes to the duration of the retention period. Chandler Lighty added that the State Police investigative files are exempt from IARA retention schedules according to Indiana Code. Young clarified that she would need to look further into the relationship between the State Police and Department of Toxicology and the impact by Indiana Code. Bennett said he was satisfied with the discussion.
 - b. Motion to adopt made by Tammy Glickman, seconded by Jennifer Ruby. Motion carried.
10. **Department of Workforce Development / Agencywide:** motion to adopt made by Tammy Glickman, seconded by Jennifer Ruby. Motion carried.
11. **Department of Workforce Development / Adult Education:** motion to adopt made by Tammy Glickman, seconded by Jennifer Ruby. Motion carried.

2026-03-25-7: NEW BUSINESS / DISCUSSION

1. Governor's Office Designee

- a. The Committee welcomes Trent Bennett.

2. Revisions to Reformatting Services and Fee Schedule

- a. Chandler Lighty introduced the revised fee schedule. He explained that the current challenge is the cost of microfilm, which has increased to the point IARA is not recouping costs. There is one microfilm producer worldwide, and tariffs have also affected the import cost. The raising fees are to stay even with what IARA is charging for microfilming services. Costs to digitize microfilm is not changing.
- b. Tammy Glickman asked if the impact of the raised fees is small. Lighty added that yes, the impact is small since there are few agencies and county / local offices utilizing microfilm services. Glickman clarified that the impact on the public is small, as the raised fees are not for public services like making copies. Lighty agreed.

- c. Jacob Speer questioned if the Microfilm and Imaging Lab is also moving to the new building. Lighty explained that the equipment in the new building will be more digital only, less analog, since microfilm is on the decline.
- d. Motion to adopt the revised fee schedule made by Tammy Glickman, seconded by Jennifer Ruby. Motion carried.

2026-03-25-8: ADJOURNMENT

There being no further business before the Committee, a motion was made by Tammy Glickman, seconded by Jennifer Ruby, to adjourn the meeting at 10:17 a.m. Motion carried.