



## STATE OF INDIANA

Mitchell E. Daniels, Jr., Governor

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INDIANA COMMISSION ON PUBLIC RECORDS

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Mr. Adam Horst  
Director  
State Budget Agency

Dear Adam,

### Program Purpose:

The Indiana Commission on Public Records (ICPR) assists state and local governments in the efficient and effective management of public records by providing services throughout the life cycle of records, including creation, distribution, use, storage, and disposition. The agency's departments include: Forms Management, Records Management (both State and County/Local), Micrographics/Scanning Lab, Record Center, State Archives, and Administration.

### Program Functions and Prioritized List:

1. State Archives. The State Archives is responsible to maintain and preserve Indiana's most precious, historical, and significant government documents. It provides public access to the permanent records of government. It holds records ranging from the State's Constitutions to court records, state hospital patient records, and military records.
2. Micrographics and Scanning. The microfilming and scanning facilities of ICPR provide the state with a cost effective mechanism (about 35% less than market) to create and convert microfilm and digital images to reduce storage costs and space necessary to maintain long-term records. Any net revenue generated from micrographics and scanning is used to support the state archives per Indiana Code.
3. Records Management. This division reviews, revises, creates and deletes record series and retention schedules for the review and approval of the Oversight Commission of Public Records, both at the State and Local level of government.
4. Records Center. The Records Center, located at 30<sup>th</sup> Street along with the Archives, stores records that remain the property of an agency but are housed temporarily at the Records Center awaiting their final disposition, (destroyed or permanently retained). The staff provide records pickup, destruction, shredding, and retrieval services for state agencies.

5. Forms Management. Updates, creates, deletes, and revises state forms following the established standards for Indiana State forms. They maintain the state form catalog ([www.IN.gov/forms](http://www.IN.gov/forms)) and work with agencies to maintain version control of forms. Prior to Forms Management's creation, Indiana had more than 68,354 forms. ICPR has reduced that number to 12,545.

#### Accomplishments and Challenges Over the Past Two Years:

The State Records Center has expanded the confidential documents shredding program to include 17 agencies with 150 paper bins in the field. ICPR closed the two Northern Indiana offices in Michigan City and South Bend. They had processed over 15,000 boxes for inclusion in the archives. The Records Center expanded by acquiring 21,000 cubic feet of additional rack space from BMV at 30<sup>th</sup> Street.

The State Archives cataloged all "Green Box" microfilm, early microfilm from the 1930s, in the vault. Additionally, all newspaper microfilm masters in the vault have been cataloged. The State began using the new Indiana Digital Archives in early 2010, a project of the Library of Congress and Washington State Archives. Indiana has more than 3,000,000 indexed fields on-line as part of the project, and is the leading partner regarding searches of the materials.

The Micrographics and scanning lab have produced on average more than a million images per month for the past two years. (Revenue from micrographics is used to support the State Archives and records preservation). Microfilming is this most efficient and cost effective method of preserving long-term or permanent records.

The Forms Management division has been tasked with consolidating the forms catalog and establishing a central repository for all State Forms. The project has resulted in the elimination of forms listed as active, and has provided the opportunity for more print-on-demand options for agencies and the public.

Records Management has been busy consolidating the 11,000 record series down to 6,100, with ICPR's goal of falling below 6,000. These efforts are being undertaken to simplify retention requirements for state employees when determining the disposition of electronic records. Retention schedules have been re-written for all local government units except for public schools, and were recently adopted by the Oversight Committee on Public Records. A new local schedule for Coroners was completed in the biennium.

#### Goals, Objectives for the 2011-2013 Biennium:

- *Critical Records Program* - The ICPR has been charged with developing a critical records program to identify those records necessary to re-establish government after a disaster. ICPR and IOT need to

work together to identify appropriate State records and to develop a framework for a comprehensive recovery plan with Homeland Security.

- *Create Remaining Local Retention Schedules* - No record retention schedule exists for certain local offices, including County Assessors, Local Law Enforcement, Prosecutors, and others. Once completed, ICPR will work to develop schedules for the remaining offices. Adopting these schedules is vital to safeguard records; some of these documents could prove the guilt or innocence of citizens.
- *Electronic Records Initiative* - ICPR has begun exploring electronic records archiving with IOT to retain electronic data in compliance with retention schedules and the interests of the State Archives. The State may not be currently retaining new formats of data like the Legislature’s webcasts, or the Supreme Court’s history webcasts, in addition to standard electronic records.
- *Enterprise Electronic Content Management* – ICPR working with other agencies across State government is exploring options with IOT to implement a content management solution to allow Indiana agencies to access all records electronically.

Key Performance Indicators:

The Commission on Public Records has three Key Performance Indicators (asterisked below) to measure particular activities affecting ICPR and an additional six performance measures. They are:

*Backlog of unprocessed records at state archives (in cubic feet)
*Turnaround time (in days) for Record pick up from agencies
*Percent of agencies with records in compliance
Percent of counties with records in statutory compliance (annual local commission meeting held)
Average turnaround time (in days) from form request to completion
Incoming archives documents received (in cubic feet)
Total archives documents processed (in cubic feet)
Turnaround time (in days) for Record pulls from Records Center
Number of images microfilmed

ICPR continues to see a growth in the backlog of archival records needing to be processed and accessioned into the Archives indexes and catalog of holdings. The turnaround for pickups has improved significantly over the past four years, and has now stabilized. ICPR has made significant strides to meet with every agency in the past 30 months to bring records retention schedules up to date and push for agency compliance.

Additional measures assist ICPR in determining if local county commissions are meeting statutory obligations. While there is spotty compliance at the local level, we have seen significant improvement. Forms Management has been measuring the turnaround time it takes for ICPR to accept, modify or create and complete a form for a state agency. The next two measures related to archival records help derive the backlog at the archives. Agencies request documents from the State's Records Center and the pulling of this information is a measurement of the number of days a request is submitted until the agency receives the file or box of records. The final measure is the number of images microfilmed or scanned by the Commission's micrographics division.

Major Changes in the Scope of the Program(s):

No programs will be reduced, eliminated, or replaced during the next biennium.

Respectfully Submitted,

Jim Corridan  
Director & State Archivist  
Indiana Commission on Public Records