

# NOTICE OF MEETING AND AGENDA

**September 25, 2024, 10:00 a.m. Eastern Time**

**Indiana Archives and Records Administration**

**Meeting Location:** Indiana Government Center South, Conference Center Room 12

## MEETING OF THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS

### **I. CALL TO ORDER**

### **II. ROLL CALL**

**III. DATE OF NEXT MEETING** – October 30, 2024 at 10:00 a.m.

**IV. APPROVAL OF MINUTES** – June 19, 2024

**V. DIRECTOR'S REPORT** – Chandler Lighty, Executive Director

### **VI. OLD BUSINESS**

1. Retention schedule controls

### **VII. RECORDS RETENTION AND DISPOSITION SCHEDULES (Action needed)**

1. County/Local: General (GEN)
2. County/Local: Cities and Towns (CT)
3. Department of Health / Minority Health
4. Bureau of Motor Vehicles / Branch Operations and Bureau of Motor Vehicles Commission
5. Bureau of Motor Vehicles / Driver Improvement and Safety Responsibility
6. Bureau of Motor Vehicles / Driver Services Division

### **VIII. NEW BUSINESS (Action needed)**

1. Indiana State Archives' fee schedule

### **IX. MEETING ADJOURNMENT**