

MEETING MINUTES

June 19, 2024, 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

2024-06-19-1: CALL TO ORDER

A meeting of the Oversight Committee on Public Records was held on Wednesday, June 19, 2024. The meeting was called to order by Chairperson Jacob Speer at 10:02 a.m.

A roll call was conducted to determine members present constituting a quorum: Jim Ehrenberg (IOT chief information officer's designee), Tamara Hemmerlein (lay member / Oversight Committee vice-chair), Amy Kippenbrock (county clerk or recorder appointee, present by teleconference), Chandler Lighty (director of the Indiana Archives and Records Administration), Michael Nossett (governor's designee), Jacob Speer (director of the Indiana State Library / Oversight Committee Chair), Scott Uecker (professional journalist / lay member).

Members absent: Jerry Bonnet (Secretary of State's designee), Luke Britt (Public Access Counselor), Tammy Glickman (IDOA commissioner's designee), Beth Kelley (SBOA state examiner's designee).

IARA staff in attendance: Meaghan Fukunaga (assistant director, Records and Information Management), Kalita López (electronic records archivist), Amy Robinson (state agency records analyst), Madison Young (county / local records analyst).

Guests: None.

2024-06-19-2: NEXT MEETING

The next meeting of the OCPR is scheduled for Wednesday, August 28, at 10:00 a.m. in Indiana Government Center South, Conference Center Room 12.

2024-06-19-3: PREVIOUS MEETING

Motion by Tamara Hemmerlein, seconded by Scott Uecker, to approve the minutes of the last regular meeting of the OCPR held on Wednesday, April 24, 2024. Motion carried.

2024-06-19-4: 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: Quintin Frey (Designee for 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:

- In May, Chandler spoke to the Governor's cabinet about the end of the administration and transferring records. IARA has received records from the Department of Child Services and the Department of Health and hopes to receive records from other cabinet-level agencies as the administration changes.
- IARA participated in the Management Performance Hub's Data Day in May. Kalita López presented with Jen Cooper about Data Privacy and Electronic Records.
- Chandler added a new section on the Records Center's cubic feet from a year ago, showing the cubic feet decline from year to year.
- Due to construction on the new Archives building, Ohio Street is closed, likely for about four months.

2024-06-19-5: OLD BUSINESS

1. Retention Schedule Controls

- a. Follow-up on suggestion from Tammy Glickman and Beth Kelley at the January OCPR meeting to implement controls in the retention schedule revision process.

- b. RIM created a document, Glickman and Kelley looked it over and said it met their needs.
- c. Kalita López will be putting together the procedures in support of the controls.
- d. Fukunaga and López will test and proof the controls; aim to have them implemented by January 2025.

2024-06-19-6: RECORDS RETENTION AND DISPOSITION SCHEDULES (Action needed)

1. **County / Local General Retention Schedule:** motion to adopt by Chandler Lighty, seconded by Scott Uecker. Motion carried.
2. **County / Local Recorder Retention Schedule:** motion to adopt by Tamara Hemmerlein, seconded by Chandler Lighty. Motion carried.
3. **County / Local Township Trustee Retention Schedule:** motion to adopt by Scott Uecker, seconded by Tamara Hemmerlein. Motion carried.
4. **County / Local Zoning, Planning, Development, and Enforcement:** motion to adopt by Tamara Hemmerlein, seconded by Scott Uecker. Motion carried.
5. **Public Access Counselor's Office:** motion to adopt by Michael Nossett, seconded by Scott Uecker. Motion carried.

2024-06-19-7: NEW BUSINESS / DISCUSSION

1. **PII and PHI in abandoned requests in the Public Access Portal**
 - a. Luke Britt previously expressed concerns to Chandler Lighty, coming from the Department of Child Services, over unsubmitted requests in the Public Access Portal that contain PII and PHI, and left in a third-party system, on if there is any objection to purging that information since the third-party is uncomfortable holding that information. Lighty agrees that the information should be purged. Michael Nossett thought this issue was resolved per DCS but thinks a statement within the portal notifying the user of deletion after a certain time is necessary; Meaghan Fukunaga agrees. Jim Ehrenberg disagrees, arguing that deletion should be expected and adding a statement like this could necessitate similar statements other places. Fukunaga thinks the statement can be added with the Data Privacy statement on the portal and should be referred to MPH. Ehrenberg reiterates his position given that the State has the right to purge the information when not submitted but has no issue with a reminder to submit. Tamara Hemmerlein believes this discussion is important should this issue fall to OCPR in the future. Nossett clarifies that the requests are only records once submitted; Ehrenberg believes it is not OCPR's decision if these are not records. Scott Uecker points out in the portal it does not say "save," the presumption being the unsubmitted requests will not save; if there is a save option, there needs to be a period where the request can be returned to and completed. Ehrenberg argues the request may be left incomplete on purpose, thinking it will be deleted. Uecker notes the form is straightforward and restarting it is not an issue. Ehrenberg reiterates that OCPR should first find out if it is their jurisdiction.

2024-06-19-8: ADJOURNMENT

There being no further business before the Committee, a motion was made by Tamara Hemmerlein, seconded by Scott Uecker, to adjourn the meeting at 10:22 a.m. Motion carried.