

**Minutes of the
Monroe County Records Commission
Wednesday, 23 March 2016, 3:00pm
Monroe County Courthouse, Nat U. Hill Room
100 West Kirkwood Avenue, Bloomington, Indiana 47404**

I. Call to order

1. Meeting was called to order at 3:03pm by Eric Schmitz, County Recorder, Commission Secretary.
2. Board members present: Angie Purdie (Commissioners), Barb Buckner (MCCSC), Mike Rouker (City of Bloomington), Bonnie Austin (Monroe County Circuit Courts)
3. Others present: Gary Lettler (MCPL), Ryan Cobine (County Council), Sylvia Garrison (Health Department), Charles Wilson (Corrections), Terry Lockridge (Clerk)

II. Old Business

1. Minutes of 2 December 2015 approved, 4-0.
2. Tracking 30505 Requests: As discussed last time, Commission Secretary is keeping a record of these. Ashley found many past forms that were on the wrong form — using 30505 when should be 44095.

III. New business

1. Selection of Chair for 2016:
 - Mike Rouker elected 4-0.
2. Jeff Cockerill, County Attorney, led a discussion of Indiana Code 5-15-6, which establishes and governs Local Public Records Commissions. (See transcript, below.)
 - Angie moved that we hold a “work session” meeting, Eric second. Suggested date would be April or May, but in any case, to happen before the next regular Commission meeting. Approved 5-0.
3. Notices of destruction (44905) received (no approval necessary):
 - a. City of Bloomington.
 - b. Monroe County Community School Corporation.
 - c. Highway Department
 - d. Treasurer
 - e. Recorder
 - f. Town of Stinesville
 - g. Correctional Center
 - h. Health Department

4. Requests for permission to transfer or destroy records (30505):
 - a. Monroe County Health Department (Sylvia Garrison):
 - i. Communicable disease reports 1992-2013
 - State requires that these forms be retained for seven (7) years after uploading to State's database.
 - ii. STD labs 2009-2013
 - State requires that these forms be retained for one (1) year after uploading to State's database.
 - iii. Approved 5-0.
 - b. Correctional Center (Charles Wilson):
 - i. Court slips 2008-2012
 - ii. Visitation logs 2009-2012
 - iii. Approved 5-0.

IV. Announcements

- Courts have started scanning to go paperless.
- Still trying to work out a date for a public records training workshop with the State Records Commission presenting. High interest already from Greene and Morgan County Recorders.
- Next meeting of this Commission will be Wednesday, 16 June 2016.

Meeting was adjourned at 3:59pm.

Addendum 1 – Rough transcript of discussion of IC 5-15-6

(This is a direct copy of notes taken by Eric Schmitz, Commission Secretary, and does not reflect the full content of the discussion, and is not claimed to be perfectly accurate.)

- ☐ When does a record have no current use but still historical value?
When to send to State Archives.
- ☐ Records Management Program: see code for definition. It's under the purview of this Commission, but historically we have not done a lot with it.
- ☐ County Archives would fall under a records retention program, and thus under purview of this Commission.
 - ☐ Including information retrieval system
- ☐ Bonnie: Have other Counties developed their own local retention policies?
- ☐ Local body determines whether there is an official or historical value, and for what period of time. We build this from past experience. Data-mining to get an idea what counts for what. (Again, problem is wrong forms were used, so there's stuff in 30505s from past that doesn't belong there.)
- ☐ MCCSC already has very specific retention schedules.
- ☐ City very different. No guidance.
- ☐ Facilities: MCCSC has facility. So does City, but mostly it's in offices.
- ☐ Archives: filing and retrieval.
 - ☐ All our old books are there.
 - ☐ Discussions of access, fire control, etc.
 - ☐ Currently just a sign-out/sign-in roster.
 - ☐ What is our role? We can't designate space, Commissioners do that.
 - ☐ Part of State code deals with transfer of documents. We document where a record went — state, archives, etc. Helps with the future, for when there are new elected officials and department heads that don't have the memory of where things went.
- ☐ Could hammer out these things in a kind of informal work session, as long as it is properly publicly noticed.
 - ☐ Angie moves that we hold such a meeting. Eric Second. Suggests April, but in any case before the next Commission meeting. But we need time to get some information together. Ashley will get more info together — what we have and what we can get from State.