



# MONROE COUNTY RECORDS COMMISSION

11 May 2023, 3:00 p.m.

3<sup>rd</sup> floor meeting room, Council and HR offices  
100 West Kirkwood Ave., Bloomington IN 40404

## MINUTES

- I. Call to Order – 3:07 pm
  - a. Amy Swain, Recorder, commission secretary
  - b. Lisa Abraham, for the Courts
  - c. Emma Williams, for the Auditor
  - d. Mike Rouker, for City of Bloomington
  - e. Laura Lane, Highway (non-voting)
  
- II. Old Business
  - a. Approval of meeting minutes from February 9<sup>th</sup> – approved 4-0.
  
- III. New Business
  - a. Election of Commission President – Amy Swain elected 4-0, and will serve both as president and secretary.
  - b. Notification to State of Destruction of Non-Permanent Records 44905 (R5/1-15)- to be read into record
    - MoCo Auditor
    - MCCSC – Grandview Elementary
    - MCCSC – Templeton Elementary
    - MCCSC – Bloomington High School South
    - Ellettsville Clerk
    - City of Bloomington Utilities (multiple)
    - Bloomington Public Transportation
    - Bloomington Township
    - Perry Township
  - c. Discussion of local policy on Notices of Destruction (NODs, 44905s), to consider directing departments to submit these forms to the Local Commission on Public Records *prior to the destruction* of records.
    - Motion to adopt a local policy of requiring a 30-day wait after submitting an NOD (44905) prior to disposal of records – approved 4-0. A policy will be written to this effect and distributed to the Commission for approval.
  
- IV. Announcements & Comments
  - a. New PR-1 (30505) forms for 2023: PR-1A and PR-1B: We have a PowerPoint that described this procedure in detail.
  - b. Discussion of whether the Local Retention Schedule still works in these new processes. Is it a complication not worth its value? We meet quarterly, required waiting times are not an undue hardship.
  - c. Next Meeting: 10 August 2023, 3pm, Council/HR Conference Room & Zoom.
  
- V. Adjourn – 3:36 pm