



MONROE COUNTY RECORDS COMMISSION

14 November 2023, 3:00 p.m.

3rd 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 president & secretary
 - b. Lisa Abraham, for the Courts
 - c. Emma Williams, for the Auditor
 - d. Christopher Wheeler, for City of Bloomington
 - e. Adam Terwilliger, for the schools
 - f. Angie Purdie, for the Commissioners
 - g. Nathan Stonecipher, for the Clerk
- II. Introductions
- III. Old Business
 - a. Approval of meeting minutes from May 11 – approved 7-0
 - b. No minutes from August 10th due to cancellation for lack of quorum
- IV. New Business
 - a. Notification to State of Destruction of Non-Permanent Records 44905 (R5/1-15)- to be read into record
 - MoCo Legal (3)
 - City of Bloomington Animal Control
 - Bloomington Transit
 - MCCSC Health
 - City of Bloomington HR
 - MCCSC Broadview Adult Learning
 - City of Bloomington CFRD
 - RBBSC
 - MoCoAssessor
- V. Announcements & Comments
 - a. Discussion about the announcement by Indiana Archives & Records Administration (IARA) that a digital copy of permanent records is now acceptable. The Recorder's Office has just started a conversation with the Commissioners Office and TSD about how to manage that within the county departments. Considerations will include:
 - Vendor(s) to use for digitizing documents
 - Checking digitized documents for legibility
 - Grace period before destruction of records to ensure ability to rescan for legibility.
 - Storage of these digitized documents
 - b. Who will be returning to the CCPR for 2024? Everyone present expects to return next year with the exception of Christopher Wheeler since there will be a new mayoral administration, so TBD.
 - c. Tentative dates for 2024: February 15, May 16, August 15 and November 21.
- VI. Adjourn – 3:30 pm