COUNTY COMMISSION OF PUBLIC RECORDS OF MARION COUNTY, INDIANA

DRAFT MINUTES FROM FEBRUARY 7, 2005 MEETING

Members Present: Marty Womacks (Auditor)
Jennifer Pruitt (Clerk proxy)
Wanda Martin (Recorder)
Joni Romeril (Assessor)
Amy McFadden Marack (Controller proxy)
Charlene Parks (IPS School Board)
Mark Mertz (Attorney)

Others Present: Sonya Freeman (City of Indpls., DOA/HR)
Vivian Cage (City of Indpls., DOA/HR)
Darrell Fisher (City of Indpls., DOA/HR)
Sharon Drummer (Washington Twp. Small Claims Court)

Call to Order: The meeting was called to order by Chairman Womacks.

Approval of Minutes: Joni Romeril made a motion to approve the minutes from the August 3, 2004 meeting. Wanda Martin seconded the motion. Motion passed unanimously.

Washington Twp. Small Claims Court: Sharon Drummer was present to discuss her request to destroy 1994 file folders (cases), 1981-1998 cancelled checks and cash/receipts books. Joni Romeril stated that financial records should be kept for ten years. Mark Mertz stated that rule does not apply to a township office. Sharon Drummer stated that these cancelled checks are duplicates of ones already on file. Joni Romeril made a motion to destroy cancelled checks and cash/receipts books only from 1981-1995. Wanda Martin seconded the motion. Motion passed unanimously.

City of Indianapolis—Department of Administration/Human Resources: Vivian Cage was present to discuss her request to microfilm and destroy applications from termed employees from 1997-1999. She also requested to destroy applications from non-hired applicants from 2001-2003. Darrell Fisher was also present and stated that the files of non-hired applicants were also recorded in a database. Mark Mertz stated that there is a three year rule for any document to be destroyed. Mr. Mertz recommended that they only destroy records prior to January 2002. Joni Romeril made a motion that the city destroy the records with the exception of documents from 2002 and 2003. Wanda Martin seconded the motion. Motion passed unanimously.

Marion Superior Court—Juvenile Division: No one was present from this office to discuss the request. Marty Womacks stated that the commission needed more information before deciding on this request. Joni Romeril made a motion to table this

request until the commission receives more information. Wanda Martin seconded the motion. Motion passed unanimously.

Marion County Assessor: Joni Romeril was present to discuss her request to destroy several documents from different years. After speaking to Indiana State Archives, she is requesting to destroy documents according to their guidance. Wanda Martin made a motion to approve this request. Amy McFadden Marack seconded the motion. Motion passed unanimously.

Notices of Destruction: The commission noted that the following agencies have sent a Notice of Destruction, notifying the commission that they have followed a retention schedule and have destroyed certain records: Marion County Clerk—Records Division; Health and Hospital Corporation of Marion County and Beech Grove City Schools. Mark Mertz noted he was not sure if the Health and Hospital Corporation falls under a specific retention schedule; however, the Marion County Clerk and Beech Grove City Schools do fall under a retention schedule. No action was needed on these notices.

Adjournment: No further business was presented to the commission. Joni Romeril made a motion to adjourn. Wanda Martin seconded the motion. Motion passed unanimously. Meeting was adjourned.

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Marty Womacks, Chairman

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Doris Anne Sadler, Secretary