

Local Commission on Public Records
Lake County, Indiana
Minutes of Meeting
October 9, 2014

1. **CALL TO ORDER**

The meeting was called to order by Susan Gilyan at 10:05 a.m.

Notice of the meeting was sent to the media, local historical & genealogy societies, local archives, as well as all members of the Local Commission on Public Records, and posted in the office of the Clerk of the Circuit Court, attached as part of the agenda, by Susan Gilyan.

2. **RECORD OF THOSE PRESENT**

- ❖ Kathe Benich, proxy for Michael C. Repay, Lake County Commissioner
- ❖ Michael Belmonte, proxy for Michael B. Brown, Lake County Recorder
- ❖ Helene Mores, proxy for Peggy H. Katona, Lake County Auditor
- ❖ Susan Gilyan, proxy for Michael A. Brown, Lake County Clerk

- ❖ Alice Smedstad, Merrillville Historical Society, non-member
- ❖ Sandi Radoja, SLG Consulting, non-member

3. **MINUTES OF JULY 10, 2014 MEETING**

Motion by Helene Mores to approve the minutes of the July 10, 2014 meeting, seconded by Kathe Benich. Motion passes unanimously.

4. **CORRESPONDENCE**

The following correspondence was read into the record:

- a. Copy of letter dated July 10, 2014 to the Lake County Historical Museum, with attached certified mail green card
- b. Copy of letter dated July 10, 2014 to the Indiana Commission on Public Records, with attached certified mail green card
- c. Letter dated July 14, 2014 from Tri-Creek School Corporation regarding submission of three Notices of Destruction and a Request for Permission to Destroy Records.
- d. Letter dated August 6, 2014 from the Gary Common Council regarding submission of a Request for Permission to Destroy Records (2 pages).
- e. Copy of a letter dated September 10, 2014 from the Town of Lowell addressed to the Indiana Commission on Public Records.
- f. Letter dated September 18, 2014 from Jean E. Shepherd, St. John Township Trustee regarding a Notice of Destruction Form 44905.
- g. Letter dated October 3, 2014 from Misko Obradovic, JJS Recycling, regarding the new procedures, hours of operation, et cetera.
- h. Letter dated October 9, 2014 from Michael B. Brown, Lake County Recorder, naming Regina M. Lazzaro, Chief Deputy, as his new proxy.

5. REQUEST FOR DESTRUCTION PR-1 (FORM 30505) / LONG FORMS

REQUESTED BY	MOTION IN FAVOR OF FORWARDING	SECOND MOTION	VOTE FOR	VOTE AGAINST	RESULT
Lake County Office of the Surveyor			4	0	Motion passes
Tri-Creek School Corporation			4	0	Motion passes
Calumet Township Trustee Office			4	0	Motion passes
Gary Common Council (2)			4	0	Motion passes
Town of Highland			4	0	Motion passes
Hobart Township Assessor			4	0	Motion passes

6. NOTICE OF DESTRUCTION (FORM 44905) / SHORT FORMS

The following twenty-three (23) forms were submitted:

- Whiting High School (1)
- Town of Dyer - Clerk-Treasurer's Office (1)
- Tri-Creek School Corporation (3)
- Town of Merrillville - Clerk Treasurer (1)
- Lake County Prosecutor's Office (15)
- St. John Township Trustee (1)
- Lake County Auditor (1)

Helene Mores, seconded by Kathy Benich, made a motion to accept the above-mentioned forms for filing and made a matter of public record. Motion passes unanimously.

7. ESTABLISHMENT OF DATE/TIME FOR NEXT MEETING

The next meeting will take place on **January 15, 2015 at 10:00 a.m.** in the office of the Lake County Clerk, Conference Room, Courts Building, 2293 North Main Street, Crown Point, Indiana.

8. OTHER

We welcomed Gina Lazzaro as the new proxy for Michael B. Brown, Recorder, to our meeting today. Gina has been with the office only a brief time, but is quick to learn and eager to help. Her boss was obligated to attend another meeting today but stopped by momentarily to say hello. Thanks Mike!

There was a discussion regarding the ongoing project of digitizing the records in the Recorder's Office. It will be wonderful when the arduous task is completed and all the files can be accessed more efficiently. Susan Gilyan mentioned she and Sandi Radoja will be happy to help find storage for the

original records when everything is finalized. Marlene Polster mentioned at our July meeting the possibility of utilizing the Calumet Regional Archives for these particular records so that local residents and historians will be able to enjoy them, which is a great idea and will be explored further. Susan advised we will still have to be diligent with filing the paperwork and contacting the State of Indiana with the request.

Alice Smedstead spoke about the generous donation of various documents by a private citizen to the Merrillville Historical Society. Alice shared some interesting facts about the documents as well as some humorous stories. We can always count on Alice to bring levity to our meetings, which inevitably invites various other discussions amongst the group!

Sandi Radoja brought the handouts she picked up at a recent meeting with representatives from JJS Recycling in Hammond. They were distributed to all in attendance as well as other offices after the meeting. The information is also on our web page. Although the recycle plant was sold, the shredding service to local government offices is still **free** of charge!

The new schedule for our 2015 quarterly meetings was discussed and a flyer with the dates was distributed. This information is also now available on our web page.

Susan advised once she is notified of the changes, she will be updating the contact information for some members and/or their proxies in the very near future.

Once again, our meeting included a wide assortment of subjects from all in attendance and was informative as well as enjoyable.


Reminder: The web page for the Local Commission on Public Records is updated shortly thereafter every meeting and also if there happens to be any changes in members, dates or miscellaneous information throughout the year. Tell all your co-workers and/or acquaintances that have questions regarding retention/destruction of public records to check out www.lakecountyin.org for guidance.

9. ADJOURNMENT

Kathe Benich, seconded by Helen Mores, made a motion to adjourn the meeting at 10:46 a.m.

The meeting was adjourned at 10:46 a.m.

Respectfully submitted,


MICHAEL A. BROWN
Clerk of the Circuit Court