

*Local Commission on Public Records*  
*Lake County, Indiana*  
Minutes of Meeting  
September 13, 2016

1. **CALL TO ORDER**

The meeting was called to order by Sandi Radoja at 9:32 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 Sandi Radoja, Brenda Koselke and Wanda Epps.

2. **RECORD OF THOSE PRESENT**

Darien Hayes, for Lake County Commissioners  
Sylvia Brown, for Lake County Clerk  
Gina Pimentel, for Lake County Recorder  
Attorney George C. Patrick  
Dawn Hecimovich, Records Administrator, Clerk's office  
Delvert Cole, Commissioners' office  
Marlene Polster, Lake County genealogist  
Alice Smedstad, Merrillville Historical Society  
Sandi Radoja, Contractor

3. **MINUTES**

Motion by Darien Hayes to confirm approval of the minutes of the April 13, 2016 meeting, seconded by Sylvia Brown. Motion passed unanimously.

4. **CORRESPONDENCE**

The following correspondence was presented and made a matter of public record:

- a. Memo dated 8-2-16 about JJS Recycling memo of 5-20-16
- b. Letter dated April 14, 2016 from Commissioner Scheub
- c. Certified confirmation of letter received by Bev Stiers (4-22-16)
- d. Certified confirmation of letter received by Indiana Historical Museum (4-22-16)
- e. Email of 6-1-16 from Hobart schools
- f. Cover letter from Town of Highland dated 6-30-16

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

REQUESTED BY	MOTION IN FAVOR OF FORWARDING	SECOND TO MOTION AS STATED			RESULT
Town of Highland (2)	Darien Hayes	Gina Pimentel			Motion passes
Whiting Middle School	Darien Hayes	Gina Pimentel			Motion passes
Lake County Board of Elections & Registration	Darien Hayes	Gina Pimentel			Motion passes

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

The following forms were submitted:

- Town of St. John
- Gary Park Department (2)
- Whiting Middle School
- Merrillville Community School Corp. (10)
- Col John Wheeler Middle School
- Crown Point High School
- Town of Cedar Lake
- Whiting High School (4)
- Crown Point High School
- MacArthur Elementary
- Lake County Auditor
- Hobart Township Trustee (6)
- City of East Chicago (44)
- City of Crown Point (2)
- Lake County Clerk (19)

Gina Pimentel made a motion seconded by Darien Hayes to accept the above-mentioned forms for filing and make them a matter of public record. Motion passed unanimously.

**7. ESTABLISHMENT OF DATE/TIME FOR NEXT MEETING**

By general consent the next meeting of the Lake County Local Commission on Public Records is scheduled for Tuesday, January 17, 2017 at 9:30 a.m. in the cafeteria at the Lake County Government Center, Ground Floor, Building A, 2293 North Main Street, Crown Point, Indiana. A snow date of Tuesday, January 24, 2017 was established in case of bad weather.

**8. OTHER**

Attorney Patrick will look into how other large population counties, Marion, Allen, St. Joseph, handle destruction of records and report back to the committee and/or the Commissioners.

Darien Hayes made a suggestion that Lake County purchase and operate their own equipment on site, offering free service to county departments, and considering a nominal fee to other government entities, as well as selling the recycle material once shredded and bundled. The committee agreed that Sandi Radoja would write a memo to the Commissioners with the suggestion/idea.

9. **ADJOURNMENT**

**Sylvia Brown made a motion to adjourn**, seconded by Darien Hayes to adjourn the meeting at 10:209AM. Motion passed unanimously

The meeting was adjourned.

Respectfully submitted,

MICHAEL A. BROWN  
Clerk of the Circuit Court  
Secretary, Local Commission on Public Records