

*Local Commission on Public Records*  
*Lake County, Indiana*  
Minutes of Meeting  
August 15, 2017

1. **CALL TO ORDER**

The meeting was called to order by Sandi Radoja at 9:32 a.m.

Note that notice of the meeting had been sent to the media, local historical and genealogy societies, local archives members of the Local Commission on Public Records, and posted in the office of the Clerk of the Circuit Court; such notice is attached and is part of the agenda.

2. **RECORD OF THOSE PRESENT**

- ❖ Gina Pimentel, proxy for Michael B. Brown, Lake County Recorder
- ❖ Helene Mores, proxy for John Petalas, Lake County Auditor
- ❖ Sylvia Brown, proxy for Michael A. Brown, Mike Brown, Lake County Clerk
- ❖ Darien Hayes, proxy for Lake County Board of Commissioners
- ❖ Priscilla Kirrin, proxy for Peggy Katona, Lake County Treasurer
  
- ❖ Delvert Cole, Lake County Board of Commissioners
- ❖ Attorney George C. Patrick
- ❖ Marlene Polster, Lake County genealogist
- ❖ Dawn Hecimovich, Lake County Clerk's office
- ❖ Gust Samis, North Township Trustee's office
- ❖ Bob Rehder, Building Superintendent
- ❖ Sandi Radoja, consultant non-member

3. **MINUTES OF APRIL 18, 2017 MEETING**

Motion by Helene Mores to approve the minutes of the prior meeting, seconded by Gina Pimentel. Motion passes unanimously.

4. **CORRESPONDENCE**

The following correspondence was included in the packets and presented for the record:

- a. Letter dated May 8, 2017 from the State of Indiana Bev Stiers to Clerk Brown regarding the January 2017 meeting.
- b. Letter dated May 9, 2017, received June 16, 2017 from North Township Trustee Frank Mrvan to Clerk Brown regarding destruction of records.
- c. Letter dated May 10, 2017, received June 7, 2017 from North Township Trustee Frank Mrvan to Clerk Brown regarding destruction of records.

- d. Letter dated August 1, 2017 to the Local Commissioner on Public Records from Christine Clay, County Inspector, Weights and Measures Department regarding destruction of records.

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

REQUESTED BY	MOTION IN FAVOR OF FORWARDING	SECOND MOTION	VOTE FOR	VOTE AGAINST	RESULT
Town of Schererville	Darien Hayes	Helene Mores	5	0	Pass
Lake County Recorder (14 pages)	Darien Hayes	Helene Mores	5	0	Pass

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

The following forms 44905 were submitted:

- Lake County Clerk (13)
- Col. John Wheeler Middle School (1)
- Crown Point High School (1)
- City of East Chicago (4)
- Town of Griffith Clerk Treasurer (4)
- Highland Police Department (3)
- North Township Trustee (7)
- Ross Township Assessor (1)
- Town of Schererville (1)
- Town of St. John (62)
- School City of Whiting (1)
- Timothy Ball Elementary (2)
- Department of Weights and Measures (1)
- Whiting High School (2)
- Town of Winfield (2)

Helene Mores made a motion, seconded by Darien Hayes to accept the above-mentioned forms for filing and that they be made a matter of public record. Motion passes unanimously.

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

The next meeting will take place on Monday, November 13, 2017 at 9:30 AM in the office of the Board of Commissioners, Lake County Government Center, Administration Building, 3<sup>rd</sup> Floor, 2293 North Main

Street, Crown Point, Indiana, in either the Commissioners' conference room, according to availability.

8. **OTHER**

Prior to the official business of the meeting, Bob Rehder, building superintendent spoke regarding the shredding of material and methods for doing so effectively. Bob said he will accept material from other government entities in Lake County, but they must complete a form and make an appointment for such activity. He and Delvert Cole will perfect a method for county and non-county destruction and for storage of records awaiting destruction. They will also analyze the cost of obtaining a baler which will alleviate the problem of an inadequate number of boxes for shredded material.

9. **ADJOURNMENT**

Gina Pimentel, made a motion to adjourn the meeting, seconded by Sylvia Brown. The meeting was unanimously adjourned at 10:04 a.m. with no further discussion or objection.

Respectfully submitted,

**D R A F T**

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