

*Local Commission on Public Records*  
*Lake County, Indiana*  
Minutes of Meeting  
June 15, 2021

1. **CALL TO ORDER**

The meeting was called to order by Gina Pimentel at 9:30 a.m. Notice of the meeting was sent to the media, local historical and genealogy societies, local archives, as well as all members of the Local Commission on Public Records, and posted in the office of the Recorder, attached as part of the agenda by Gina Pimentel.

2. **RECORD OF THOSE PRESENT**

- ❖ Arryne Dooley, Proxy for Kyle Allen, Lake County Commissioner
- ❖ Sherry Serences, Proxy for Gina Pimentel, Lake County Recorder
- ❖ Helene Mores, Proxy for John Petalas, Lake County Auditor
- ❖ Elizabeth Ward, Proxy for Lorenzo Arredondo, Lake County Clerk
- ❖ Marlene Polster, Indiana Genealogy Society
- ❖ Gust Samis, North Township
- ❖ Diane Sprehe, Crown Point Schools

3. **MINUTES FROM February 23, 2021 MEETING**

Motion by Helene Mores to approve the minutes of the February 23, 2021 meeting, seconded by Diane Sprehe. Motion passes unanimously.

4. **CORRESPONDENCE**

Questions from the committee in regards to State Form 30505 are as follows:

- Virgil Bailey Elementary- should be on Form 44905 due to having Record Series numbers

Questions from the committee in regards to State Form 444905 are as follows:

- Student Services, Hammond: needs signature
- Kenwood Elementary: needs signature
- School City of Whiting: needs signature
- School City of Lowell/Athletic Department: needs record series numbers, dated 2019
- Tri Creek Schools: needs signature
- City of Crown Point: all forms are incorrect, was shown to committee but not submitted for destruction due to incorrect record series numbers on numerous pages

Gina Pimentel will reach out to all above entities to advise them of what corrections are needed. Once the corrections are made, Gina Pimentel will reprint forms to replace the old/incorrect ones, and send to Indianapolis.

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

The following thirteen (13) forms were submitted:

- Virgil Bailey Elementary (4)
- School City of Whiting (8)
- Lake County Park and Recreation Department (1)

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

The following (41) forms were submitted:

- Language Development Program (1)
- Student Services (1)
- Henry W. Eggers (1)
- Benjamin Franklin Elementary (1)
- Town of Dyer (1)
- Kenwood Elementary (1)
- Wallace Elementary (3)
- Cedar Lake Police Department (1)
- North Township Trustee (1)
- Crown Point City Court (1)
- Lake County Board of Elections (1)
- Lake Ridge New Tech Middle School (2)
- School City of Hammond (1)
- Lake Superior Court, County Division III (1)
- School City of Whiting (1)
- Lowell High School- Athletic Department (6)
- Lowell High School (9)
- Tri-Creek School Corporation (6)

Helene Mores, seconded by Sherry Serences, made a motion to accept the above mentioned forms for filing. Motion passes unanimously.

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

The next meeting will take place on **November 16, 2021 at 9:30 a.m.** in the office of the Lake County Commissioners, Conference Room, Building A, 2293 North Main Street, Crown Point, Indiana.

8. **OTHER**

Please continue to E-Mail your forms to Secretary Gina Pimentel at [lakecountycprd@gmail.com](mailto:lakecountycprd@gmail.com) and [cty@iara.in.gov](mailto:cty@iara.in.gov).

Recorder Gina Pimentel will continue to be the Secretary for Commission of Public Records Destruction for 2021.

The Judge of the Circuit Court is to be named the Chairperson of the committee.

Shredding times and dates were discussed. Gina Pimentel advised the committee of Fred Sims' phone number and when he is available to make appointments. The committee said that the shredding process is still a smooth and efficient one.

Diane Sprehe will be retiring in July. We are sad to see her go and appreciate her time and efforts in being a part of this committee and sharing her knowledge with us, as well as with Chris Hazard, who will be taking over Diane's position. We wish you the best in your retirement, Diane!

9. **ADJOURNMENT**

Helene Mores seconded by Diane Sprehe, made a motion to adjourn the meeting at 10:02 a.m.

The meeting was adjourned at 10:02 a.m.

Respectfully submitted,

Gina Pimentel  
Lake County Recorder  
Secretary, Local Commission on Public Records