

Local Commission on Public Records
Lake County, Indiana
Minutes of Meeting
July 28, 2015

1. **CALL TO ORDER**

The meeting was called to order by Sandi Radoja at 9:35 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, proxy for Lake County Commissioner Roosevelt Allen
- ❖ Gina Lazarro, proxy for Lake County Recorder
- ❖ Helene Mores, proxy for John Petalas, Lake County Auditor
- ❖ Sandi Radoja, proxy for Michael A. Brown, Lake County Clerk

- ❖ Marilyn Hrnjak, Chief Deputy Lake County Clerk, visiting member
- ❖ Gust Samis, North Township Trustee's Office, non-member
- ❖ Marlene Polster, Lake County Genealogist, non-member
- ❖ Delvert Cole, Special Assistant to the Commissioners, non-member
- ❖ George Patrick, Esq., legal advisor

3. **MINUTES**

Motion by Marilyn Hrnjak to confirm approval of the minutes of the April 28, 2015 meeting, seconded by Helen Mores. Motion passed unanimously.

4. **CORRESPONDENCE**

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

- a. Letter dated May 23, 2015 from Michael W. Griffin, Town of Highland submitting two State Forms 44905
- b. Copy of a memo dated May 11, 2015 from Local Commission on Public Records to all elected officials and department heads regarding destruction of records (5 pages with attachments)
- c. Copy of USPS certified mail receipt dated May 6, 2015 acknowledging receipt of letter dated April 28, 2015 to Indiana Commission on Public Records
- d. Copy of USPS certified mail receipt dated May 2, 2015 acknowledging receipt of letter dated April 28, 2015 to Lake County Historical Museum

- e. Letter dated June 2, 2015 from Michael W. Griffin, Town of Highland submitting one State Form 44905
- f. Letter dated June 12, 2015 from Jeannette E. Bapst, Griffith Public Schools submitting one State Form 44905
- g. Letter dated July 6, 2015 from Frank J. Mrvan, North Township Trustee submitting one State Form 44905 with three attached sheets
- h. Letter dated July 14, 2015 from Joseph D. Shudick, Jr., Ross Township Trustee submitting one State Form 44905

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

REQUESTED BY	MOTION IN FAVOR OF FORWARDING	SECOND MOTION	VOTE FOR	VOTE AGAINST	RESULT
N-O-N-E					Motion passes
					Motion passes
					Motion passes
					Motion passes

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

The following forms were submitted:

- East Chicago Public Library
- Town of Highland, Clerk Treasurer (3)
- Gary Sanitary District (2)
- Crown Point Community School Corporation
- Col. John Wheeler Middle School, Crown Point
- Griffith Public Schools
- North Township Trustee (1 form, 4 pages total)
- Whiting High School
- Crown Point High School
- Lake County Auditor
- Ross Township Trustee
- Hammond Water Department
- Crown Point Clerk Treasurer’s Office

Helene Mores made a motion seconded by Marilyn Hrnjak 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, November 10, 2015 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.

8. **OTHER**

No other business was brought forth.

9. **ADJOURNMENT**

Helene Mores made a motion, seconded by Gina Lazzaro to adjourn the meeting at 9:41 AM. Motion passed unanimously

The meeting was adjourned.

Respectfully submitted,

D-R-A-F-T

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