

Local Commission on Public Records
Lake County, Indiana
Minutes of Meeting
November 10, 2015

1. **CALL TO ORDER**

The meeting was called to order by Sandi Radoja at 9:33 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 Lazzaro, proxy for Lake County Recorder
- ❖ Helene Mores, proxy for John Petalas, Lake County Auditor
- ❖ Marilyn Hrnjak, proxy for Michael A. Brown, Lake County Clerk

- ❖ Alice Smedstad, Merrillville Historical Society
- ❖ Sandi Radoja, Contractor
- ❖ 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
- ❖ Susan Dimopoulos, Hammond City Clerk

3. **MINUTES**

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

4. **CORRESPONDENCE**

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

- a. Letter dated November 5, 2015 from the Indiana Archives and Records Administration, Beverly Stiers
- b. Letter dated September 8, 2015 from Lake County Weights and Measures, Christine Clay
- c. Letter dated October 8, 2015 from Schwerd, Fryman & Torrenge, LLP, Brent A. Torrenge
- d. Letter dated October 15, 2015 from Tri-Creek School Corporation and Community, Sandy Favors

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

| REQUESTED BY | MOTION IN FAVOR OF FORWARDING | SECOND MOTION | VOTE FOR | VOTE AGAINST | RESULT |
|---|-------------------------------|---------------|----------|--------------|---------------|
| Merrillville Community Schools | Helene Mores | Delvert Cole | 4 | 0 | Motion passes |
| Lake County Board of Elections & Registration | Helene Mores | Delvert Cole | 4 | 0 | Motion passes |
| Calumet Township Trustee | Helene Mores | Delvert Cole | 4 | 0 | Motion passes |
| Town of Highland | Helene Mores | Delvert Cole | 4 | 0 | Motion passes |
| Tri-Creek School Corporation | Helen Mores | Delvert Cole | 4 | 0 | Motion passes |
| | | | | | |

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

The following forms were submitted:

- Hammond City Clerk
- Town of Cedar Lake Clerk-Treasurer
- Department of Weights and Measures of Lake County
- Town of Cedar Lake
- Town of Highland
- Lake County Auditor
- Town of Griffith Clerk-Treasurer
- Lake County Commissioners Fairgrounds
- Lake Ridge Fire Protection District
- Tri-Creek School Corporation
- Lake County Prosecutor

Marilyn Hrnjak made a motion seconded by Darein 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 19, 2016 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

Flyers for shredding records were included for information in all meeting packets.

Marlene Polster, Lake County Genealogist, said the project of transferring Marriage Records books from the office of the Clerk to the

Calumet Archives has progressed. Twenty books are ready to be transferred as they have been recorded. Nearly twenty additional books are nearing completion. At the time of that completion, all 40 books will be transferred to the Calumet Regional Archives. Marlene will keep us apprised of the progress.

9. **ADJOURNMENT**

Helene Mores made a motion, seconded by Gina Lazzaro to adjourn the meeting at 10:02 AM. Motion passed unanimously

The meeting was adjourned.

Respectfully submitted,

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