

Local Commission on Public Records
Lake County, Indiana
 Minutes of Meeting
 December 4, 2018

1. CALL TO ORDER

The meeting was called to order 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.

2. RECORD OF THOSE PRESENT

- ❖ Darien Hayes, proxy for Lake County Commissioner Roosevelt Allen
- ❖ Gina Pimentel, proxy for Lake County Recorder
- ❖ Helene Mores, proxy for John Petalas, Lake County Auditor
- ❖ Sylvia Brown, proxy for Michael A. Brown, Lake County Clerk
- ❖ Diane Sprehe, Crown Point Schools

- ❖ Breeana McCollum, Lake County Commissioners' office
- ❖ Dawn Hecimovich, Lake County Clerk's office
- ❖ Sandi Radoja, Contractor
- ❖ Gust Samis, North Township Trustee's office

3. MINUTES

Motion by Gina Pimentel to approve the minutes of the September 18, 2018 meeting, seconded by Helene Mores. Motion passed unanimously.

4. CORRESPONDENCE

1. Cover letter dated 11-15-18 from Patti Olson, City of Crown Point.
2. Email dated 10-30-18 from Amy Marsh, legal counsel, Gary Community Schools with photos regarding records.
3. Cover letter dated 9-17-18 from North Township Trustee
4. Memo dated 9-18-18 from S. Radoja to D. Cole regarding need for help scheduling shredding

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

REQUESTED BY	MOTION IN FAVOR OF FORWARDING	SECOND MOTION	VOTE FOR	VOTE AGAINST	RESULT
GARY COMMUNITY SCHOOLS	Helene Mores	Darien Hayes	5	0	Motion passes
GRIFFITH POLICE DEPARTMENT	Helene Mores	Darien Hayes	5	0	Motion passes

CITY OF CROWN POINT	Helene Mores	Darien Hayes	5	0	Motion passes
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6. NOTICE OF DESTRUCTION (FORM 44905) / SHORT FORMS

The following forms were submitted:

1. Griffith Town Hall
2. North Township Trustee
3. Ross Township Assessor
4. Lake Circuit Court Clerk
5. Lake County Clerk

Helene Mores made a motion seconded by Diane Sprehe to accept the above-mentioned forms for filing and make them a matter of 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, April 9, 2019, Lake County Government Center, Building A, Third Floor, Commissioners' office, 2293 North Main Street, Crown Point, Indiana.

8. OTHER

The current situation with the shredding of documents was discussed. Executive Assistant to the Commissioners Delvert Cole entered the meeting and explained the best procedure for shredding. It was generally agreed that the situation is vastly improved.

9. ADJOURNMENT

Gina Pimentel made a motion to adjourn, seconded by Sylvia Brown to adjourn the meeting. Motion passed unanimously

There being no further business, the meeting was adjourned.

Respectfully submitted,

Clerk of the Lake County Circuit Court
Secretary, Local Commission on Public Records
Lake County, Indiana