

Local Commission on Public Records
Lake County, Indiana
Minutes of Meeting
February 23, 2021

1. **CALL TO ORDER**

The meeting was called to order by Gina Pimentel at 9:33 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.

***It is to be noted that the meeting was originally scheduled for February 16, 2021. The County was closed that day due to weather, so the meeting was moved a week to February 23, 2021.**

2. **RECORD OF THOSE PRESENT**

- ❖ Anna Biggs, Proxy for Jerry Tippy, Lake County Commissioner
- ❖ Michel Belmonte, 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
- ❖ Alice Smedstad, Merrillville Historical Museum

3. **MINUTES OF November 17, 2020 MEETING**

Motion by Mike Belmonte to approve the minutes of the November 17, 2020 meeting, seconded by Diane Sprehe. Motion passes unanimously.

4. **CORRESPONDENCE**

Questions in regards to State Form 30505 (the new instructions) were brought up and discussed. Gina Pimentel will reach out to IARA for clarification and will E-Mail the committee with further information.

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

The following five (5) forms were submitted:

- Jerry Ross Elementary (1)
- Crown Point Community School Corporation (1)
- Lake County Park and Recreation Department (1)

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

The following eighteen (18) forms were submitted:

- Lake County Jail (1)
- Town of Schererville Clerk-Treasurer's Office (1)
- Town of Schererville Park Department (1)
- Lake County Board of Elections and Registration (1)
- Timothy Ball Grade School (1)
- Douglas MacArthur Elementary (2)
- Crown Point Community School Corporation (6)
- Lake County Auditor (1)
- Lake County Parks and Recreation Department (1)
- Hammond Port Authority (2)

Helene Morse, seconded by Mike Belmonte, 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 **June 15, 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 and 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.

9. **ADJOURNMENT**

Elizabeth Ward, seconded by Michel Belmonte, made a motion to adjourn the meeting at 9:49 a.m.

The meeting was adjourned at 9:49 a.m.

Respectfully submitted,

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