

*Local Commission on Public Records*  
*Lake County, Indiana*

Minutes of Meeting  
Wednesday, April 6, 2022 at 9:30 a.m.

1. **CALL TO ORDER**

The meeting was called to order by Gina Pimentel at 9:32 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**

- ❖ Heather Rodziewicz, Proxy for Mike Repay, Lake County Commissioner
- ❖ Amber Gunn Ingham, Proxy for Jerry Tippy, Lake County Commissioner
- ❖ Darien Hayes, Human Resources/Commissioners
- ❖ Laurie Cooper, Crown Point Schools
- ❖ Mike Belmonte, Proxy for Gina Pimentel, Lake County Recorder
- ❖ Barbara Ziady, Proxy for John Petalas, Lake County Auditor
- ❖ Elizabeth Ward, Proxy for Lorenzo Arredondo, Lake County Clerk
- ❖ Marlene Polster, Lake County Genealogist
- ❖ Alice Smestad, Merrillville Historical Society
- ❖ Gust Samis, North Township

3. **MINUTES FROM November 16, 2021 MEETING**

Motion by Barbara Ziady to approve the minutes of the November 16, 2021 meeting, seconded by Mike Belmonte. Motion passes unanimously.

4. **CORRESPONDENCE**

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

The School City of Hammond needs to resubmit their form because it is missing a signature.

Questions from the committee in regards to State Form 44905 are as follows:

The Auditor needs to resubmit their form because it is missing a signature.

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

The following two (2) forms were submitted:

- School City of Hammond (1)
- Center Township Trustee's Office (1)

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

The following seven (7) forms were submitted:

- Lake County Solid Waste Management District (1)
- Crown Point City Court (1)
- Lake Superior Court, County Division III (1)
- City of Hammond, Law Department (1)
- Crown Point Community School Corporation (1)
- Lake County Auditor (2)

Mike Belmonte, seconded by Darien Hayes, 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 **October 18, 2022 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**

Since we had many new members at our meeting today, Gina Pimentel took a bit of time explaining what our Commission does at the meeting and why it is important. Who submits documents were also explained as well as a bit about filling out the forms and the destruction schedule.

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).

Fred Sims, Head of Maintenance Department, is the contact person for shredding, which takes place Tuesdays and Thursdays from 8 a.m. to 12 p.m. He will schedule an appointment. His phone number is 219)614-1588.

The committee voted to have meetings twice a year instead of three times a year, starting in 2022. The process is much quicker and more efficient with the direct correspondence and quick assistance that the ladies in the Indy office have provided to all of our cities, towns, and entities.

Thank you for making this process easier on us all, ladies!

At our next meeting, will vote on keeping meetings twice a year or move to once a year.

9. **ADJOURNMENT**

Barbara Ziady seconded by Elizabeth Ward, made a motion to adjourn the meeting at 10:11 a.m.

The meeting was adjourned at 10:11 a.m.

Wishing everyone a HAPPY EASTER!

Respectfully submitted,

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