

Local Commission on Public Records
Lake County, Indiana
Minutes of Meeting
January 9, 2014

1. **CALL TO ORDER**

The meeting was called to order by Susan L. Gilyan at 10:10 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 Susan L. Gilyan.

2. **RECORD OF THOSE PRESENT**

- ❖ Kathe Benich, proxy for Michael C. Repay, Lake County Commissioner
- ❖ Michael Belmonte, proxy for Michael B. Brown, Lake County Recorder
- ❖ Helene Mores, proxy for Peggy H. Katona, Lake County Auditor
- ❖ Susan L. Gilyan, proxy for Michael A. Brown, Lake County Clerk

- ❖ Steve McShane, Calumet Regional Archives, I.U.N., non-member
- ❖ Gust Samis, North Township Trustee's Office, non-member
- ❖ Marlene Polster, Lake County Genealogist, non-member
- ❖ Alice Smedstad, Merrillville Historical Society, non-member

3. **MINUTES OF OCTOBER 17, 2013 MEETING**

Motion by Helene Mores to approve the minutes of the October 17, 2013 meeting, seconded by Michael Belmonte. Motion passes unanimously.

4. **CORRESPONDENCE**

The following correspondence was read into the record:

- a. 01/09/14 fax confirmation to Town of Schererville, Clerk-Treasurer
- b. 01/09/14 letter from Beverly Stiers, ICPR
- c. 01/09/14 letter naming Michael Belmonte and/or Aarion Stines as proxy for Michael B. Brown, Lake County Recorder
- d. 01/06/14 letter naming Susan L. Gilyan and/or Sandi Radoja as proxy for Michael A. Brown, Lake County Clerk
- e. 01/03/14 letter naming Kathe Benich as proxy for Michael C. Repay, President, Lake County Commissioner
- f. 12/23/13 letter naming Helene Mores proxy for Peggy H. Katona, Lake County Auditor

- g. 12/19/13 letter from Kristina C. Kantar Corporation Counsel, City of Hammond – Law Department
- h. 12/17/13 letter from Cynthia Staehle, Court Executive, Superior Court of Lake County – Juvenile Division
- i. 11/20/13 letter from Sandra Favors, Secretary, Tri-Creek School Corp.
- j. Confirmation of receipt of Certified Mail to ICPR
- k. Confirmation of receipt of Certified Mail to Lake Co. Historical Society

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

REQUESTED BY	MOTION IN FAVOR OF FORWARDING	SECOND MOTION	VOTE FOR	VOTE AGAINST	RESULT
City of Hammond Law Department	Helene Mores	Michael Belmonte	4	0	Motion passes

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

The following thirteen (13) forms were submitted:

- John Wood Elementary School (2)
- City of Hammond – Law Department (5)
- Town of Highland – Clerk-Treasurer (3)
- Tri-Creek School Corporation (1)
- Hammond High School (1)
- Clerk’s Office-Child Support-Crown Point (1)

Helene Mores, seconded by Michael 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 April 10, 2014 at 10:00 a.m. in the office of the Lake County Clerk, Conference Room, Courts Building, 2293 North Main Street, Crown Point, Indiana.

8. OTHER

As usual, numerous topics were discussed which led to a lively meeting. We continually learn about various topics from each other and appreciate everyone’s input.

Marlene Polster informed us that the Northwest Indiana Genealogy Society, with all their volunteers, have been working very hard to create an index of old marriage records from Lake County. It is a very labor intensive effort and they will continue with the next batch in the very near future. She also mentioned there are links to many records as well as forms available to fill out to request a particular record. The website to find all this helpful/valuable information is www.nwigs.org so spread the word!

Marlene also told us she recently found out that the rules have changed regarding the ability to obtain a death certificate. Apparently this varies from county to county throughout the state. Evidently it is quite difficult in Lake County to obtain this document yet available by going through Indianapolis. Kathe Benich brought up the fact that this will ultimately result in a loss of revenue for our county and we will need to mention this fact to the Lake County Board of Commissioners. Marlene offered to provide us with the law regarding this as it seems to be interpreted differently by various individuals.

We did neglect to follow-up with the discussion we had at our previous meeting in October that Michael B. Brown, Lake County Recorder, initiated regarding the creative idea of sharing an employee between the four offices that constantly work together; namely, the Assessor, Auditor, Recorder and Treasurer. As discussed previously, this will require approval from the Board of Commissioners and cooperation from the specific officeholders. Additionally, we will need to work harder at having a central scanning system in order for the public to be able to have their records accessible in all locations instead of having to go from office to office to office to accomplish one simple task. Susan Gilyan will meet with Michael B. Brown to see if anything further has been done regarding this idea.

Reminder: The web page for the Local Commission on Public Records is updated shortly thereafter every meeting and also if there happens to be any changes in members, dates or miscellaneous information throughout the year. Tell all your co-workers and/or acquaintances that have questions regarding retention/destruction of public records to check out www.lakecountyin.org for guidance.

We had another productive and enjoyable meeting. Thank you to all whom attended.

9. **ADJOURNMENT**

Michael Belmonte, seconded by Kathe Benich, made a motion to adjourn the meeting at 10:45 a.m.

The meeting was adjourned at 10:45 a.m.

Respectfully submitted,

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