

Local Commission on Public Records
Lake County, Indiana
Minutes of Meeting
April 10, 2014

1. **CALL TO ORDER**

The meeting was called to order by Susan L. Gilyan at 10:02 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

- ❖ Marilyn Hrnjak, Lake County Clerk's Office, non-member
- ❖ Connie Myres, Lake County Surveyor's Office, non-member
- ❖ Mary Ellen Kupsik, Lake County Surveyor's Office, non-member
- ❖ Sylvia Castor, Lake County Surveyor's Office, non-member
- ❖ Alice Smedstad, Merrillville Historical Society, non-member
- ❖ Isabel Medina, School City of East Chicago, non-member

3. **MINUTES OF JANUARY 9, 2014 MEETING**

Motion by Helene Mores to approve the minutes of the January 9, 2014 meeting, seconded by Michael Belmonte. Motion passes unanimously.

4. **CORRESPONDENCE**

The following correspondence was read into the record:

- a. 03/20/14 letter from Beverly Stiers, ICPR
- b. 03/19/14 letter from Sherry Kline, Lake County Parks
- c. 03/17/14 letter from Frank J. Mrvan, North Township Trustee
- d. 02/14/14 letter from Jeannette E. Bapst, Griffith Public Schools
- e. 01/03/14 letter naming Kathe Benich as proxy for Michael C. Repay, President, Lake County Commissioner
- f. 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
Lake County Board of Elections	Helene Mores	Michael Belmonte	4	0	Motion passes
Lake County Board Of Elections	Helene Mores	Michael Belmonte	4	0	Motion passes
Town of Lowell Wastewater Department	Helene Mores	Michael Belmonte	4	0	Motion passes
Town of Lowell Water Department	Helene Mores	Michael Belmonte	4	0	Motion passes
Town of Lowell Public Utilities Department	Helene Mores	Michael Belmonte	4	0	Motion passes
Town of Lowell Civil	Helene Mores	Michael Belmonte	4	0	Motion passes
Lake County Auditor	Helene Mores	Michael Belmonte	4	0	Motion passes
Crown Point Police Department	Helene Mores	Michael Belmonte	4	0	Motion passes
Lake County Parks and Recreation	Helene Mores	Michael Belmonte	4	0	Motion passes

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

The following thirty-nine (39) forms were submitted:

- School City of East Chicago (2)
- Clerk’s Office-Child Support-Crown Point (2)
- Clerk’s Office-Crown Point (1)
- Town of Lowell-Civil (2)
- Town of Lowell-Water Department (1)
- Town of Lowell-Public Utilities Department (1)
- Town of Lowell-Wastewater Department (1)
- Crown Point Police Department (1)
- Lake County Parks and Recreation (2)
- Auditor’s Office (2)
- Prosecutor’s Office (4)
- North Township Trustee (1)
- Clerk’s Office-Hammond (3)
- Gary Sanitary District (1)
- Crown Point School-Timothy Ball (3)
- MacArthur Elementary School (2)
- River Forest Community School Corporation (2)
- Lake Station Community Schools (1)
- Schneider Town Hall (1)
- Winfield Elementary School (1)
- Griffith Public Schools (1)
- Solon Robinson School-Health Services (1)
- Crown Point High School-Health Services (1)
- Crown Point High School (1)
- John Wood Elementary School (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 **July 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**

Today we welcomed three staff members from the Surveyor's Office who are eager to learn how to follow the proper procedures to organize, destroy and/or transfer their records. Hopefully, they left with a clearer understanding and will proceed with their spring cleaning!

Alice Smedstad informed us about the various current and upcoming activities planned through or with the Merrillville Historical Society. The Lincoln/Civil War Display is at the Indiana Welcome Center in Hammond through the end of April. Also, an engine has been recreated as part of Lincoln's funeral train, which will travel to numerous venues, but will be at the Lighthouse Outlet in Michigan City on May 1st. It sounds like there will be interesting and enjoyable things for young and old alike! The Merrillville Historical Society is a wonderful organization in our community that strives to teach and preserve our local history. They truly enjoy when people come to the various functions throughout the year.

We were sorry to hear that Marlene Polster, Lake County Genealogist, is under doctor's care and unable to attend our meeting. We wish her a speedy recovery and hope to see her in July!

As usual, our meeting covered a variety of topics, but we constantly learn from each other and that is always good!

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**

Helene Mores, seconded by Mike Belmonte, made a motion to adjourn the meeting at 10:30 a.m.

The meeting was adjourned at 10:30 a.m.

Respectfully submitted,

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