

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

1. **CALL TO ORDER**

The meeting was called to order by Sandi Radoja at 10:04 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 Sandi Radoja.

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
- ❖ Sandi Radoja, proxy for Michael A. Brown, Lake County Clerk
  
- ❖ Alice Smedstad, Merrillville Historical Society, non-member
- ❖ Gust Samis, North Township Trustee's Office, non-member
- ❖ Marlene Polster, Lake County Genealogist, non-member

3. **MINUTES OF APRIL 10, 2014 MEETING**

Motion by Helene Mores to approve the minutes of the April 10, 2014 meeting, seconded by Kathe Benich. Motion passes unanimously.

4. **CORRESPONDENCE**

The following correspondence was read into the record:

- a. 07/01/14 e-mail from E. Huerta for M. McLaughlin, Re: Hammond Recycle Center
- b. 06/64/14 letter from Jeannette E. Bapst, Griffith Public Schools
- c. 06/25/14 fax confirmation to Lake County Parks & Recreation
- d. 06/25/14 fax confirmation to Town of Lowell
- e. 06/25/14 fax confirmation to Lake County Auditor, Peggy Katona
- f. 06/25/14 fax confirmation to Crown Point Police Department
- g. 06/25/14 fax confirmation to Board of Elections, Michelle Fajman
- h. 06/09/14 letter from Beverly Stiers, ICPR (received 06/23/14)
- i. 06/19/14 letter from Sandy Favors, Tri-Creek Schools
- j. 05/23/14 letter from Donna Zahler, City of Crown Point
- k. 04/16/14 letter from Frank Mrvan, North Township Trustee
- l. 04/15/14 letter from Sandy Favors, Tri-Creek Schools
- m. 04/15/14 letter from Sandy Favors, Tri-Creek Schools
- n. Notice of new address for SLG Consulting
- o. Confirmation of receipt of Certified Mail to ICPR
- p. 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
Whiting Middle School	Michael Belmonte	Helene Mores	4	0	Motion passes
City of Crown Point	Michael Belmonte	Helene Mores	4	0	Motion passes
Tri-Creek School Corporation	Michael Belmonte	Helene Mores	4	0	Motion passes
Tri-Creek School Corporation	Michael Belmonte	Helene Mores	4	0	Motion passes

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

The following one hundred and sixty (163) forms were submitted:

- Lowell Middle School (1)
- Tri-Creek School Corporation (3)
- Col. John Wheeler Middle School - Clinic (1)
- Lake County Auditor (1)
- Whiting Middle School (1)
- Gary Sanitary District (2)
- Joseph Hess Elementary School (1)
- Maywood School (21)
- School City of Hammond-Clark Cafeteria (1)
- Hammond High School (5)
- School City of Hammond (74)
- School City of Hammond-Adult Education (4)
- School City of Hammond-Food Service (13)
- School City of Hammond-Food & Nutrition (8)
- Scott Middle School (1)
- Henry Eggers Middle School (3)
- Clark Middle School/High School (1)
- Harding Elementary (4)
- Gavit Middle/High School-Food Services (3)
- Jefferson Elementary (2)
- O'Bannon Elementary School (1)
- Wallace Elementary School (1)
- Morton Elementary School (3)
- Lincoln Elementary School (2)
- Miller Elementary (1)
- North Township Trustee (1)
- Lake County Parks & Recreation (1)
- Schererville Town Court (2)
- Griffith Public Schools (1)

Kathe Benich, 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 **October 9, 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**

Marlene Polster inquired with Michael Belmonte regarding the status of record destruction and preservation in the Recorder's Office. Mike Belmonte explained that the effort is to copy and digitize all records, ultimately ridding the office of cumbersome card files and other books and large paper files. Marlene Polster asked if Susan Gilyan could research the possibility that all records, once eliminated from the Recorder's Office be stored locally, perhaps at the Calumet Archives.

Alice Smedstad reported on the Lincoln Civil War Display and funeral train. She was unable to attend the exhibition at the Lighthouse Mall in Michigan City, but advises everyone to watch the newspapers for other exhibitions that are slated for the entire year. She said the activities have not been well publicized, so we have to really keep a watchful eye so as not to miss the history. At the time of the Civil War, the population of Lake County, Indiana was at 10,000 and over 1,000 were active participants in the Civil War. Those soldiers did not return home until after the Lincoln funeral train procession had already passed through Indiana.

Marlene Polster was officially welcomed back after missing the last meeting due to health problems, which are currently improving greatly and headed in the right direction. Welcome back, Marlene!

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](http://www.lakecountyin.org) for guidance.

9. **ADJOURNMENT**

Kathe Benich, seconded by Helene Mores, made a motion to adjourn the meeting at 10:42 a.m.

The meeting was adjourned at 10:42 a.m.

Respectfully submitted,

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