

Local Commission on Public Records
Lake County, Indiana
Minutes of Meeting
February 18, 2020

1. **CALL TO ORDER**

The meeting was called to order by Gina Pimentel at 9:39 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**

- ❖ Brianna McCollum, Proxy for Kyle Allen, Lake County Commissioner
- ❖ Michel Belmonte, Proxy for Michael B. Brown, Lake County Recorder
- ❖ Emma LaBounty, Proxy for John Petalas, Lake County Auditor
- ❖ Dawn Hecimovich, Proxy for Lorenzo Arrendondo, Lake County Clerk
- ❖ Diane Sprehe, Crown Point School Corporation

3. **MINUTES OF November 12, 2019 MEETING**

Motion by Mike Belmonte to approve the minutes of the November 12, 2019 meeting, seconded by Dawn Hecimovich. Motion passes unanimously.

4. **CORRESPONDENCE**

None to report.

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

The following three (3) forms were submitted:

- Town of Dyer (1)
- Lake County Parks and Recreation Dept. (1)
- Crown Point Community School Corporation (1)

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

The following twenty four (24) forms were submitted:

- Lake County Recorder (8)
- Lake County Solid Waste Management District (1)
- City of Crown Point (3)
- Crown Point Community School Corporation (2)
- Clark Middle/High School (1)
- Hess Elementary School (1)
- Hammond High Cafeteria (3)
- School City of Hammond- Adult Education (2)
- Kenwood Cafe (1)
- Town of Dyer (1)
- Town of Schererville Clerk-Treasurer's Office (1)
- Town of Winfield (1)
- Gary Police Department (15)
- Ross Township Assessor (1)
- Lake County Commissioners (1)
- Lake County Treasurer (1)
- Lake County Auditor (1)
- Lake County Clerk (1)
- Lake County Parks and Recreation Dept. (1)
- Lake County Board of Elections and Registration (6)

It was noted that the Gary Police Department did not have record series numbers on their request. The number that Hammond Adult Education had for the column was not familiar to any of the members. Hammond Cafeteria did not have any volume measurements. Gina Pimentel will E-Mail these entities to inquire about these concerns.

Diane Sphere, 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 **May 19, 2020 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

The Local Commission on Public Records has a new E-Mail address: lakecountycprd@gmail.com.

All agendas and packets were given to Dawn Hecimovich for immediate shredding and recycling. Gina will continue to print packets on both sides of the paper to save resources.

It was rediscussed that the committee voted on three meetings per year at the November meeting. It was unanimous. Mike Belmonte made the motion and Dawn Hecimovich seconded the motion.

9. **ADJOURNMENT**

Brianna McCollum, seconded by Michel Belmonte, made a motion to adjourn the meeting at 9:54 a.m.

The meeting was adjourned at 10 a.m.

Respectfully submitted,

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