

*Local Commission on Public Records*  
*Lake County, Indiana*  
Minutes of Meeting  
November 13, 2017

1. **CALL TO ORDER**

The meeting was called to order by Sandi Radoja at 9:27 a.m.

Notice of the meeting was sent to the media, local historical and genealogical societies, local archives, members of the Local Commission on Public Records, and posted in the office of the Clerk of the Circuit Court and on the Commissioners' notice board. Such notice is attached and is part of the agenda.

2. **RECORD OF THOSE PRESENT**

- ❖ Gina Pimentel, proxy for Michael B. Brown, Lake County Recorder
- ❖ Helene Mores, proxy for John Petalas, Lake County Auditor
- ❖ Dawn Hecimovich, proxy for Michael A. Brown, Lake County Clerk
- ❖ Kathe Benich, proxy for Lake County Board of Commissioners
- ❖ Joe Bardeson, proxy for School Town of Merrillville
  
- ❖ Delvert Cole, Lake County Board of Commissioners
- ❖ Attorney George C. Patrick
- ❖ Marlene Polster, Lake County Genealogist
- ❖ Alice Smedstad, Merrillville Historical Society
- ❖ Gust Samis, North Township Trustee's office
- ❖ Sandi Radoja, Consultant

3. **MINUTES OF AUGUST 15, 2017 MEETING**

Motion by Gina Pimentel to approve the minutes of the prior meeting was seconded by Joe Bardeson. Motion passed unanimously.

4. **CORRESPONDENCE**

The following correspondence was included in the packets and presented for the record:

- a. Return of Service from August 15, 2017 letter to the Lake County Historical Museum
- b. Return of Service from the January 18, 2017 (sic) August 15, 2017 letter to the Indiana Commission on Public Records
- c. Letter dated September 4, 2017 from Ross Township Trustee Joseph D. Shurdick, Jr., submitting forms for consideration.

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

REQUESTED BY	MOTION IN FAVOR OF FORWARDING	SECOND MOTION	VOTE FOR	VOTE AGAINST	RESULT
NONE SUBMITTED					

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

The following forms 44905 were submitted:

1. City of East Chicago, 6 pages
2. Lake County Public Library
3. Ross Township, Lake County
4. School City of Hammond, 69 pages
5. Lake County
6. Lake County Superior Court

Kathe Benich made a motion, seconded by Helene Mores to accept the above-mentioned forms for filing and make each a matter of public record. Motion passed unanimously.

**7. ESTABLISHMENT OF DATE/TIME FOR NEXT MEETING**

The next meeting date was established and will take place on **Tuesday, February 13, 2018 at 9:30 AM** in the office of the Board of Commissioners, Lake County Government Center, Administration Building, 3<sup>rd</sup> Floor, 2293 North Main Street, Crown Point, Indiana, in the Commissioners' conference room.

**8. OTHER**

A discussion regarding the status of the Lake County Government Center Building known as the Grass Shack took place. This is the building in which the shredding equipment is housed and utilized. Mr. Delvert Cole said the roof at the Grass Shack is currently being replaced as it was leaking so badly that the electricity in the building had to be cut. Mr. Cole also informed us that the purchase order for a baler to be used to bale the shredded material

has been approved. However, he is holding the baler purchase until the roof repair and replacement is complete. He will inform the LCPR through Sandi Radoja when the building is fully operational and all backlogged material has been shredded. Sandi will send out an email to all LCPR members and interested parties when the building is fully operational and people are able to make appointments to shred documents. Until that time, all shredding has come to a halt.

9. **ADJOURNMENT**

Helene Mores, made a motion to adjourn the meeting, seconded by Gina Pimentel and enthusiastically supported by Kathe Benich and everyone else present.

The meeting was adjourned at 10:00 a.m. with no further discussion or objection.

Respectfully submitted,

A handwritten signature in black ink that reads "Michael A. Brown". The signature is written in a cursive, flowing style.

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