

Local Commission on Public Records
Lake County, Indiana
Minutes of Meeting
April 24, 2018

1. **CALL TO ORDER**

The meeting was called to order by Sandi Radoja at 9:32 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**

- ❖ Helene Mores, proxy for John Petalas, Lake County Auditor
- ❖ Gina Pimentel, proxy for Lake County Recorder
- ❖ Darien Hayes, proxy for Lake County Board of Commissioners
- ❖ Sylvia Brown, proxy for Lake County Clerk
- ❖ Diane Sprehe, proxy for Crown Point School Superintendent

- ❖ Dawn Hecimovich, Lake County Clerk's office
- ❖ Alice Smedstad, Merrillville Historical Society
- ❖ Priscilla Kirrin, Lake County Treasurer
- ❖ Delvert Cole, Board of Commissioners
- ❖ Gust Samis, North Township Trustee
- ❖ Sandi Radoja, Consultant

3. **MINUTES OF MEETING**

Motion by Helene Mores to approve the minutes of the February 13, 2018 meeting was seconded by Gina Pimentel. Motion passed unanimously.

4. **CORRESPONDENCE**

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

- a. Email with attachments from Robert Neumaier of the Lake County Prosecutor's office regarding an updated destruction schedule, 5 pages
- b. Cover letter dated 2/22/18 from Tri Creek Schools
- c. Cover letter dated 2/20/18 from Crown Point Community Schools

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 CROWN POINT	H. MORES	S. BROWN	5	0	PASS
LAKE COUNTY PROSECUTOR'S OFFICE	S. BROWN	G. PIMENTEL	5	0	PASS

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

The following forms 44905 were submitted:

1. Merrillville Community Schools, 10
2. School City of Whiting
3. City of East Chicago, 8
4. School Town of Highland, 7
5. Lake County Clerk, 3
6. Lake County Parks & Recreation
7. Tri-Creek School Corporation, 3
8. Crown Point Community School Corporation, 2
9. Town of Cedar Lake
10. Hammond Port Authority

Gina Pimentel made a motion, seconded by Sylvia Brown to accept the above-mentioned forms for filing. Motion passed unanimously.

7. OTHER

No official business was further discussed.

8. ESTABLISHMENT OF DATE/TIME FOR NEXT MEETING

The next meeting date was established and will take place on **Tuesday, September 18, 2018 at 9:30 AM** in the office of the Board of Commissioners, Lake County Government Center, Administration Building, 3rd Floor, 2293 North Main Street, Crown Point, Indiana, in the Commissioners' lunch room.

9. ADJOURNMENT

Helene Mores made a motion to adjourn the meeting, seconded by Darien Hayes; passed unanimously. The meeting was adjourned with no further discussion or objection.

Respectfully submitted,

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