

*Local Commission on Public Records*  
*Lake County, Indiana*  
Minutes of Meeting  
September 29, 2020

1. **CALL TO ORDER**

The meeting was called to order by Gina Pimentel at 9:34 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**

- ❖ Darien Hayes, Proxy for Kyle Allen, Lake County Commissioner
- ❖ Michel Belmonte, Proxy for Michael B. Brown, Lake County Recorder
- ❖ Helen Mores, Proxy for John Petalas, Lake County Auditor
- ❖ Elizabeth Ward, Proxy for Lorenzo Arrendondo, Lake County Clerk
- ❖ Gust Samis, North Township

3. **MINUTES OF February 18, 2020 MEETING**

Motion by Mike Belmonte to approve the minutes of the February 18, 2020 meeting, seconded by Helene Mores. Motion passes unanimously.

4. **CORRESPONDENCE**

None to report.

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

The following nine (9) forms were submitted:

- Calumet Township Trustee (1)
- Independence Hill Conservancy District (7)
- Crown Point Community School Corporation (1)

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

The following twenty six (26) forms were submitted:

- Hanover Community School Corporation (1)

- Douglas MacArthur Elementary School (2)
- Crown Point High School- Health Services (1)
- School City of Whiting (1)
- Whiting Middle School (1)
- Whiting High School (2)
- Lowell Middle School (1)
- East Chicago Public Library (1)
- Gary Sanitary District (1)
- Crown Point City Court (1)
- Lake County Prosecutor- Child Support Division (1)
- Lake County Jail (4)
- Gary Police Department (2)
- Lake County Sherriff's Department (4)
- Lake County Commissioners (1)
- Calumet Township Trustee (1)
- Lake County Board of Elections and Registration (1)

It was noted that Calumet Township requested to destroy blank checks from a closed account with dates 2013-2019. The year of 2019 was a concern, as it was too early to destroy this type of record. Gina Pimentel will E-Mail Calumet Township and IARA to inquire about these concerns.

Helene Morse, 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 **November 17, 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](mailto:lakecountycprd@gmail.com).

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

**9. ADJOURNMENT**

Helene Morse, seconded by Michel Belmonte, made a motion to adjourn the meeting at 9:50 a.m.

The meeting was adjourned at 9.50 a.m.

Respectfully submitted,

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