

Notice of Meeting
Tippecanoe County Commission of Public Records

Friday, December 8, 2023 at 12 PM
Tippecanoe County Office Building, Grand Prairie Room
20 N 3rd St. Lafayette, IN

AGENDA

1. Call to Order
2. Approval of Minutes of the September 28, 2021 Meeting
 - a. Meeting set for March 14, 2022 was cancelled
3. Meeting Notice
4. Consideration of Requests to Destroy Certain Public Records (PR-1A)
 - a. None
5. Consideration of Requests to Transfer Certain Public Records (PR-1B)
 - a. Fairfield Township (2)
6. Notices of Destruction
 - a. Tippecanoe County
 - i. Assessors (1)
 - ii. Auditor (2)
 - iii. Board of Elections & Registration (2)
 - iv. Building Commission (5)
 - v. Recorder (6)
 - b. Fairfield Township (5)
 - c. Town of Battle Ground (20)
 - i. Conservancy District of Battle Ground (10)
 - d. Town of Shadeland (1)
 - e. Tippecanoe County School Corporation (13)
7. Discuss Core functions/changes - Mission Statement (IC 5-15-6-2)

"The mission of the Tippecanoe County Commission of Public Records is to uphold the integrity and preservation of government records in adherence to established retention schedules. We safeguard the invaluable records, ensuring their responsible management and preventing unauthorized disposal. Committed to transparency and accountability, we oversee the approval and execution of orders/requests regarding records, documenting any disposal, destruction, or transfer on our minutes. Collaborating with the Indiana Archives and Records Administration (IARA), we strive to develop strong records management programs that guarantee compliance, efficiency, and the safeguarding of historical and contemporary documentation vital to our community's heritage and governance."

8. Judicial Retention schedule
9. Unfinished Business / New Business
 - a. View CCPR webpage (draft)
10. Adjourn