

County/Local Retention Schedule Instructions

Indiana Archives and Records Administration (IARA)
County/Local Records Management

These instructions apply to all approved County/Local Records Retention Schedules.

1) Reference the Appropriate Retention Schedule

Check your [office-specific Retention Schedule](#). If no Record Series applies, consult the [County/Local General Retention Schedule \(GEN\)](#). If no applicable record series is identified, contact IARA at cty@iara.in.gov for assistance.

2) Copy of Record vs. Duplicate

- Copy of Record: The official version that fulfills all legal and retention requirements.
- Duplicate: Other versions that contain the same information that are not used to fulfill all legal and retention requirements.

Unless a Record Series says otherwise, duplicates may be destroyed at any time without permission.

3) Digitizing Records

Records may be digitized under [OCPR Policies 20-01](#), [Policies 20-02](#), and IARA's [Electronic Records Guidelines](#).

After verifying completeness and legibility, the digitized record may be used as the Copy of Record, and the original then is considered a Duplicate.

Destroy the digitized version (now the Copy of Record) only after:

- Meeting the retention period.
- Completing a [Notice of Destruction of County/Local Government Records \(SF 44905\)](#). (Once destroyed, send the completed form to the [County Commission of Public Records](#).)

4) Managing Permanent and Critical Records

It is a best practice to maintain a physical copy of Permanent Records. For Critical Records, it is a best practice to maintain two copies: a physical copy that acts as the Copy of Record and a second copy that can be in any of the following approved formats:

- Physical paper or electronic format.
- Verified microfilm (per 60 IAC 2).
- Verified digitized files (per OCPR Policies and Electronic Records Guidelines).

Unsure if your record is scheduled? Need help?

Contact cty@iara.in.gov or (317) 232-3380.

5) Storage Options for Permanent and Critical Records

A Copy of Record may be stored:

- In the office of origin.
- With a trusted storage provider.
- In approved State/Federal Systems that meet standards and guarantee permanent access.

Store second copy separately to ensure continuity.

6) Managing Unscheduled Records

Before submitting forms for the destruction or transfer of unscheduled records, contact IARA for guidance. Approval is required prior to taking any action on unscheduled records.

7) Electronic Records Assistance

If you have questions about born digital records that are, or for help duplicating records electronically, contact the Electronic Records Program at erecords@iara.in.gov.

8) Litigation Holds

No record may be destroyed or transferred if it is involved in or anticipated to be involved in:

- Litigation, Claims, Audits, Public Information Requests, and/or Administrative Reviews.

Destruction or transfer can only proceed after all related actions are fully resolved.

9) Additional Guidance

- Multiple Record Series: If a record fits multiple Record Series, follow the longest applicable retention period.
- Form Examples: Forms listed in Record Series descriptions are examples, not exhaustive.
- Item Numbers: Used for convenience and may vary in printed copies.
- State Forms: To document destruction or transfer.
 - [State Form 44905](#): To destroy records on a retention schedule.
 - [State Form 30505](#): To destroy unscheduled records or severely damaged records.
 - [State Form 57236](#): To transfer scheduled or unscheduled records to state or county/local entities.

Please refer to the County/Local Records Custodian Handbook for additional information:

<https://www.in.gov/iara/files/handbook-countylocalrecordscustodian.pdf>



TRANSMITTAL OF PROPOSED / APPROVED RECORDS RETENTION AND DISPOSITION SCHEDULE

State Form 39443 (R9 / 04-25)

Section 1: Description of Proposed Changes

An approved records retention and disposition schedule grants your agency the authority to transfer or destroy records on a continuing basis in accordance with IC 5-15-5.1-5.

Below is an executive summary of the revisions made to the retention and disposition schedule of the following agency or division:

County/Local Zoning, Planning, Development, and Enforcement (LAND) Retention Schedule

Amending a description.

Section 2: Agency Approval of Proposed Changes

Please have your agency head or designee sign below to indicate approval of the proposed revisions. The proposed revisions will then advance to the next scheduled meeting of the Oversight Committee on Public Records (OCPR). You will be notified when OCPR has approved the revisions, and the schedule is finalized.

Return the signed form to the State Records Management Program at rmd@lara.in.gov.

Agency head signature (or designee) and date

N/A; IARA acts as agency head

Section 3: Oversight Committee on Public Records Approval of Proposed Changes

The Oversight Committee on Public Records met on 9/24/2025 and approved this records retention and disposition schedule for the use of the following agency or division:

County / Local Zoning, Planning, Development, and Enforcement (LAND) Retention Schedule

Oversight Committee on Public Records Secretary signature and date

S. W. Lighty



INDIANA ARCHIVES AND RECORDS ADMINISTRATION (IARA) – County/Local Records Management
Zoning, Planning, Development, and Enforcement Retention Schedule (LAND)

ITEM #	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
1	LAND 15-01	BUILDING PERMITS AND CONSTRUCTION PROJECT RECORDS Includes building permit, applications, project inspection records, commercial plans or prints, and miscellaneous records concerning administrative decisions related to construction, for projects permitted or overseen by a local government entity. Does NOT include records of government construction projects, which should be retained under Record Series GEN 23-06. Retention based on IC 34-11-1-2.	DESTROY ten (10) years after completion of related construction or last renewal of permit, whichever is sooner.
2	LAND 15-02	CERTIFICATE OF OCCUPANCY, CERTIFICATE OF COMPLETION AND COMPLIANCE Retention based on IC 34-11-1-2.	DESTROY ten (10) years after destruction of the structure.
3	LAND 15-03	VARIANCES, LEGAL NONCONFORMING USE, AND SPECIAL CONDITIONS Includes official record of the grant of right. Does NOT include rezoning petitions or map amendments, which should be retained under Record Series GEN 10-06.	DESTROY ten (10) years after conclusion of the right granted.
4	LAND 15-04	ZONING VIOLATIONS Retention based on IC 34-11-2-7.	DESTROY six (6) years after violation is remediated if no claim is brought as a result of the violation. If a claim is brought as a result of the violation, TRANSFER records to Record Series GEN 10-05, Legal Files.
5	LAND 24-01	SUBDIVISIONS Comment letters, concept plat, preliminary plat, final plat, planning commission and court action documentation related to subdivisions.	PERMANENT. See Retention Schedule Instructions for format and transfer options.

Overview of Changes made 09/24/2025

- The only change to the retention schedule was updating the description language to record series # LAND 15-01 to include applications.



June 2024 Record Series Update Overview

THIS IS NOT PART OF THE RECORDS RETENTION SCHEDULE. It is only a detachable overview of the updates that were made to the County/Local Zoning, Planning, Development, and Enforcement Retention Schedule in June 2024.

No background: This Record Series contains updates.

Dark Gray background: This is a brand new item.

(Listed in the order in which they appear on the retention schedule to which this overview is attached.)

IF YOU USED TO USE RECORD SERIES...	NOW YOU SHOULD USE RECORD SERIES...
LAND 15-01	LAND 15-01 (But language has been updated.)
LAND 15-02	LAND 15-02 (But language has been updated.)
LAND 15-03	LAND 15-03 (But language has been updated.)
LAND 15-04	LAND 15-04 (But language has been updated.)

NEW RECORD SERIES	CREATED FOR...
LAND 24-01	Subdivisions

SUMMARY
Amended: LAND 15-01, LAND 15-02, LAND 15-03, LAND 15-04.
Brand New: LAND 24-01

If you have questions about this overview or about the County Records Retention Schedule, please contact IARA's County Records Management section at 317-232-3380 or cty@iara.in.gov.