

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

Slate 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 Public Libraries (LIB) Retention Schedule

Streamlining retention period language, amending titles and descriptions, adding a record series, and deactivating a record series.

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@lra.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 Public Libraries (LIB) Retention Schedule

Oversight Committee on Public Records Secretary signature and date

S. CWL Lighty



INDIANA ARCHIVES AND RECORDS ADMINISTRATION (IARA) – County/Local Records Management
Public Libraries Retention Schedule (LIB)

ITEM #	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
1	LIB 10-01	ANNUAL PUBLIC LIBRARY REPORT The originating library's copy of a report submitted annually to the Indiana State Library and preserved in the Indiana Archives under Record Series 2002-08 on the Indiana State Library Retention Schedule.	DESTROY after ten (10) years.
2	LIB 10-02	LEDGERS Applies ONLY to Forms 1, 1A, 1B, and 1C (Library Financial and Appropriation Ledgers), forms of library payroll deductions, operating fund appropriations, other services and charges, capital outlays, and improvement reserve fund and investments. For all other financial expenditure records, use Record Series GEN 10-11.	PERMANENT. See Retention Schedule Instructions for format and transfer options.
3	LIB 10-03	APPLICATIONS FOR RESIDENT PATRON LIBRARY CARD & RECIPROCAL BORROWING CARD (NO-FEE) Applies ONLY to the applications for Resident Patron Library and Reciprocal Borrowing Cards.	DESTROY three (3) years after patron account becomes inactive and after satisfaction of unsettled charges.
4	LIB 10-04	APPLICATIONS FOR PUBLIC LIBRARY ACCESS CARD (PLAC) & NON-RESIDENT CARD (FEE) Applies ONLY to the applications for Public Library Access and Non-Resident Cards.	DESTROY after three (3) years and after receipt of State Board of Accounts Audit Report and satisfaction of unsettled charges.
5	LIB 10-05	NO-FEE INTERLIBRARY LOAN FILES Applies to interlibrary loans for which a patron or library is not charged and does not collect a fee. Access to these records may be affected by IC 5-14-3-4(a)(16)(A).	DESTROY thirty (30) days after return of materials.
6	LIB 20-01	FEE-BASED INTERLIBRARY LOAN FILES - COLLECTED Applies to interlibrary loans for which this library collects a fee. Access to these records may be affected by IC 5-14-3-4(a)(16)(A). Retention based on IC 34-11-2-6.	DESTROY after six (6) years and after receipt of State Board of Accounts Audit Report and satisfaction of unsettled charges.
7	LIB 20-02	FEE-BASED INTERLIBRARY LOAN FILES - PAID OUT Applies to interlibrary loans for which this library or their patron was charged a fee. Access to these records may be affected by IC 5-14-3-4(a)(16)(A). Retention based on IC 34-13-1-1.	DESTROY after ten (10) years and after receipt of State Board of Accounts Audit Report and satisfaction of unsettled charges.
8	LIB 10-07	PROGRAM REGISTRATION INFORMATION Records may include, but are not limited to: attendee name or contact information, attendance statistics, number of attendees, number of programs for each age group, etc.	DESTROY each April after completion of public library annual report.
9	LIB 10-08	COMPUTER USE SIGN UP SHEETS & LOGS Patron agreement to utilize public access computers provided by a library. Access to these records may be affected by IC 5-14-3-4(a)(16)(A).	DESTROY ninety (90) days after date of use.
10	LIB 11-01	MEETING/CONFERENCE ROOM AGREEMENTS No-fee agreements for use of library meeting and/or conference rooms. If fees are collected for use of meeting and/or conference room, see Record Series GEN 10-25.	DESTROY after three (3) years.



INDIANA ARCHIVES AND RECORDS ADMINISTRATION (IARA) – County/Local Records Management
Public Libraries Retention Schedule (LIB)

ITEM #	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
11	LIB 25-01	<p>PATRON INCIDENT REPORTS</p> <p>Reports that track incidents with patrons on the library premises. An incident can be a severe altercation with or among patrons, events that occurred that are dangerous to the staff or public, or where the police or emergency services were summoned. If the incident report involves financial records, see Record Series GEN 10-11.</p>	<p>DESTROY three (3) years after the incident or the conclusion of litigation, whichever is later.</p>



2025 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 Public Libraries Retention Schedule in 2025.

Not listed: There were no changes to these Record Series.

No background: This Record Series contains updates.

Dark Gray background: This is a brand new item.

Light Gray background: This Record Series was deactivated.

(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...
LIB 10-01	LIB 10-01 (Description and retention language has been updated.)
LIB 10-02	LIB 10-02 (Description and retention language has been updated.)
LIB 10-03	LIB 10-03 (Record Series Title, description, and retention language have been updated.)
LIB 10-04	LIB 10-04 (Title and description language have been updated.)
LIB 10-05	LIB 10-05 (Retention language has been updated.)
LIB 10-07	LIB 10-07 (Description and retention language has been updated.)
LIB 10-08	LIB 10-08 (Retention language has been updated.)
LIB 11-01	LIB 11-01 (Description language has been updated.)
LIB 20-03	Nothing. These are non-record materials.

NEW RECORD SERIES	CREATED FOR...
LIB 25-01	Patron Incident Reports

SUMMARY
Amended: LIB 10-01, LIB 10-02, LIB 10-03, LIB 10-04, LIB 10-05, LIB 10-07, LIB 10-08, LIB 11-01.
Brand New: LIB 25-01
Deactivated: LIB 20-03

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