

STATE OF INDIANA
EXECUTIVE DEPARTMENT
INDIANAPOLIS

PROCLAMATION

Executive Order

TO ALL TO WHOM THESE PRESENTS MAY COME, GREETINGS:

WHEREAS, public records are essential to the operation of state and local government; and

WHEREAS, efficient records and information management is necessary for effective government, minimizing risks, and assuring information accuracy; and

WHEREAS, effective record retention minimizes storage costs, establishes accountability, and protects the rights and interests of Hoosiers; and

WHEREAS, the Records and Information Management Division of the Indiana Archives and Records Administration provides guidance and education for Indiana government offices on managing, storing, preserving, and disposing of records, and works with state and local records custodians to develop and update Records Retention Schedules based on established standards, best practices, and legal and regulatory requirements; and

WHEREAS, state and local government records custodians work diligently to care for the records created and received in their offices and understand the contents and usage of the records in their office or agency; and

NOW, THEREFORE, I, Mike Braun, Governor of the State of Indiana, do hereby proclaim April 1-30, 2025 as

RECORDS AND INFORMATION MONTH

in the State of Indiana, and invite all citizens to duly note this occasion.

*In Testimony Whereof, I hereto
set my hand and cause to be affixed the
Great Seal of State. Done at the
City of Indianapolis, this 12th
day of March the year of our
Lord 2025 and of the Independence
of the United States 249.*



BY THE GOVERNOR: Mike Braun