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COUNTY/LOCAL RECORDS MANAGEMENT **RECORDS CUSTODIAN NEWSLETTER**

CTY@IARA.IN.GOV; WWW.IN.GOV/IARA

August 2025

Thank you for attending July's Monthly Chat!

Last Month's Bulletin

In the [July 2025 bulletin](#), discussion topics included the new **RIM Orientation Packet**, Retention Schedule Revision & AS/AU/TR Taskforce, Fire Departments ([NFRIS to NERIS](#)), and the Topic of the Month was **Severe Weather, Disaster Prevention & Records Management**.

To view the previous' years' worth of email bulletins, see the [RIM Bulletins Archive](#) webpage.

RIM Orientation Packet!

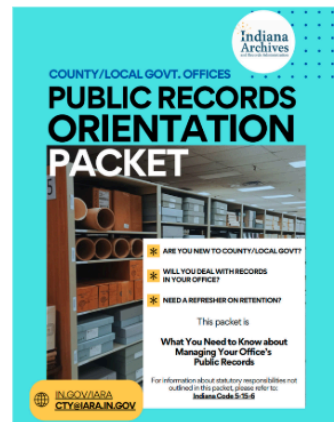
The Records & Information Management Orientation Packet is designed for

- new employees,
- those who deal with records in their office, and
- if you need a refresher on records and information management.

This packet is a condensed version of the County/Local Records Custodian Handbook.

Want to Give Feedback?

If your county/local government office has any constructive criticism or feedback on the Packet that will help us improve it, please email cty@iara.in.gov. If you'd like to remain anonymous, fill out this [survey](#).



Aug 14: AS/AU/TR Taskforce Meeting

IARA is creating a taskforce of RIM staff and county assessors, auditors, and treasurers to discuss their 3 schedules, their records, and what revisions are needed. **The first meeting is set for Thursday, August 14th at 10 a.m. on Microsoft Teams.**

You know more about your records than I do and IARA needs that knowledge to revise the retention schedules to the best of our ability. So...

Would you be willing to join us on August 14th at 10 a.m. to participate on the taskforce to revise the AS/AU/TR retention schedules? If yes, please email cty@iara.in.gov. If you can't participate but know someone else that would be a good fit, please forward this information.

If I say yes, what is the commitment level on the taskforce? The taskforce will meet once a month via Microsoft Teams for an hour. The meetings may vary but the basis of the taskforce is to review the schedules and see what needs to be revised, changed, removed, or added. You can participate as little or as much as you like. The taskforce is mainly a way for IARA to gather information on the records you all are creating as county assessors, auditors, and treasurers.

If you have any other questions about the AS/AU/TR taskforce or the schedules revisions, please email cty@iara.in.gov.

Nov 14: Cleaning & Mending Workshop

Learn to care for your family's historical documents & photographs

Conservator Elizabeth Hague will host this FREE event from 9:00-12:00 at the Indiana State Archives, 6440 E. 30th Street, Indianapolis, IN 46219.

In this hands-on workshop, participants will learn to dry-clean and mend dirty, torn documents without using tape. Each person will also receive a toolkit to take home with them and a list of resources for purchasing archival supplies for their own projects.

Email Elizabeth at ehague@iara.in.gov to reserve your spot!



Topic of the Month: What is the OCPR?

Meeting schedule update! In order to increase efficiency and better plan ahead, the Oversight Committee on Public Records (OCPR) meetings will shift to quarterly. For the remainder of 2025, two more meetings are anticipated - likely in September and November (to account for the holidays).

Starting in 2026, meetings will be scheduled at the beginning of the year to occur in March, June, September, and November. If additional meetings are needed, they may be added on an ad hoc basis.

But what exactly does OCPR do for your office, and why is this Committee important?

The Oversight Committee on Public Records is the official body responsible for reviewing and approving all retention schedules for Indiana county/local government. Governed by Indiana Code 5-15-5.1, the OCPR represents a broad coalition of government offices and public interests and plays a vital role in ensuring that public records are handled legally, consistently, and transparently.

What OCPR Does

- Approves office retention schedule revisions or new schedule submissions
- Statewide records management policies - including standards for electronic records (see: OCPR Policy 20-01 & 20-02)

Once a schedule is approved by the Committee and signed by the Secretary, it becomes legally binding.

This means your office must follow it for any retention, destruction, or transfer of public records.

August Record Custodians Chat

Our next Records Custodians Chat will be happening on the 27th.

Meeting Information

Date: August 27th
Time: 11 a.m. to 11:30 a.m. EST
Place: Microsoft Teams

About the Meeting

This 30-minute meetup is an informal setting in which to ask questions or talk about records management concerns; normally I'll begin by introducing any IARA colleagues attending, talk a bit about the topic of the monthly bulletin and make any announcements, then open things up for questions and discussion. There will be an agenda sent out via email the morning of the meeting.

Adding Yourself to the Meeting Invite List

📧 Desktop Outlook

- Save the attached [.ics Outlook meeting file] file to your desktop.
- Make sure Outlook is open.
- Double-click the .ics file.
- Outlook will open it up as a traditional meeting invitation.
- Click "Accept" to add it to your calendar.
- Because this meeting is recurring, you should never have to add yourself again.

🌐 Outlook on the Web

- Save the attached [.ics Outlook meeting file] file to your desktop.
- In your web version of Outlook, go to the Calendar page.
- Choose "Add Calendar;" then in the left pane, "Upload from file."
- Click "Browse" and find the .ics file, then click "Open."
- Choose a preferred calendar from the dropdown list. (Even if you only have one.)
- Click "Import."
- Outlook will add the meeting to your calendar.
- Because this meeting is recurring, you should never have to add yourself again.

Meeting-Up in MS Teams

Are you new to using Microsoft Teams? No worries, IARA can help you navigate. MS Teams is a collaboration app that many state agencies are now using to stay organized and have conversations with colleagues inside and outside of the agency. But if your agency doesn't use Teams? No worries. You don't need to have the software installed on your computer to participate in a Teams call.

To Join the Meeting By Phone

1. Dial **(317) 552-1674** at the designated meeting me, then enter this PIN when prompted:
614 865 189#
2. We'll let you into the meeting.

To Join the Meeting by Computer

1. Click [here](#) at the designated meeting time.
2. A new tab or window will open in your default web browser. From there:
 - Choose the option to join on the web if you don't normally use Teams, then click "Join now."
 - Join through your desktop or mobile application if you're familiar with using Teams and would prefer that to the web version.

If you have other questions about how to use Teams, please reach out!

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