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County/Local Records & Information Management

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Fabulous February, Records Custodians!

We are well into the second month of 2025 and I hope it's going fabulous for you! My small but mighty family is doing our first out of state travel of 2025 to Chicago, Illinois for a baptism celebration. But other than that, we've been staying in Indianapolis, visiting with friends locally, working on baby proofing the house, and enjoying all the firsts that Edwin is doing in his 9th month: crawling, standing, babbling, being excited to eat solids, and maybe in the coming months, some walking! Next up is working on sleep training him. Happy Valentine's Day!

Last Month's Bulletin

In the January 2025 bulletin, discussion topics included the 2025 CCPR Secretary and Chairperson and the Topic of the Month was Records Management During Times of Change.

To view past bulletins and chats, go to the [RM Bulletins and Chat Archive](#) webpage.

News Counties Can Use: Local Government Website Design and Hosting

IN.gov is expanding the same award-winning services used by state agencies to Indiana Local Government. They are proud to offer different levels of service in order to meet your agency's needs. **The Indiana Office of Technology now offers no-cost website options for all government agencies.** You can host your government agency's website at IN.gov and take advantage of numerous services and applications.

For information on Responsive Design, Expectations, and Package Plans, see their [webpage](#).

Interested in learning more about hosting your government agency website on IN.gov? [Click Here To Request Information On A Local Government Website.](#)

Survey Counties Can Do!: Public Notices

We are looking for feedback on how the counties are retaining public notices. Please fill out this brief [survey](#) with as much information as you can provide. It's very much appreciated!

News Only Public Libraries Can Use: LIB 20-03 Newspaper Collection Microfilm

As of February 21st, 2025, the Indiana State Library will house all the newspaper master microfilm reels created by Indiana Archives' State Imaging and Microfilm Lab. Going forward, please contact David Pleiss, Newspaper Librarian at the Indiana State Library, for more information about ordering microfilm. His email is DPleiss@library.in.gov.

IARA is also working with a taskforce to revise the Public Libraries (LIB) retention schedule and will address the change in the record series, LIB 20-03.

RM Topic of the Month: Copy of Record & Duplicates

When you're dealing with duplicates, whether they're in the same format as the original, or a different format, you'll need to determine which version is the Copy of Record, with all other versions being a duplicate. As long as the information is the same, you get to decide which version that is. **The Copy of Record does not need to be the original.** It doesn't even need to remain the same copy over the lifetime of the record: if you duplicate a paper record in microfilm format, you might decide that the microfilm is now the Copy of Record and destroy the paper originals.

The Copy of Record is whichever version of the information your office currently uses to fulfill the legal retention requirements for that type of information. As long as

- the information is an authentic duplicate
- the format and media meet IARA standards (60 IAC 2 for microfilm, and O CPR Policy 20-02 for electronic records) then any version of the information can be the Copy of Record.

Destroying Duplicates and Other Non-Records

The following items may be destroyed at any time, once they are no longer needed/useful for your office:

- Copies of a public record that are NOT the Copy of Record
- Non-record materials

You do not need prior permission from IARA or your County Commission of Public Records, nor do you need to notify anyone afterward. You don't need to fill out any forms because these items are NOT considered records. Duplicates of confidential materials are still confidential, though, and must be destroyed in a confidential manner.

The BIG Question:

Is this our record? If we send the record to another office like the payroll dept. or county auditor and they keep that record, do we also have to keep that record?

The BIG Answer:

YES!

Any record your office creates is considered a public record and you will need to keep a Copy of Record. It will also now be considered a public record in the other office such as the payroll dept. or county auditor and they will keep it according to the retention schedules too. It becomes a record in both offices. **If the payroll dept. is in the same office as you, only 1 Copy of Record is required to exist.**

February Records Custodians Chat

Our next Records Custodians Chat will be happening on the 26th.

Meeting Information

Date: February 26th

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.

I've included an agenda to help keep me us all on topic, so there'll be plenty of time for your questions and records management discussion once Amy remembers to click Mute!

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 [your meeting number]** at the designated meeting time, then enter this PIN when prompted:
[your meeting PIN]
2. We'll let you into the meeting.

To Join the Meeting by Computer

1. **Click [your meeting link]here[/your meeting link]at the designated meeting time.**
2. A new tab or window will open in your default web browser. From there:
 - o Choose the option to join on the web if you don't normally use Teams, then click "Join now."
 - o 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, or about the meetup, just contact me and we'll figure things out together!

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AMY CHRISTIANSEN

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