IARA Records Transmittal Guide

How to transmit records to the Indiana Archives

Getting Started: SF 48883

The Archives may only accept records that are scheduled for permanent retention. Prior to accepting a delivery, an agency representative (generally the Director or Records Coordinator) needs to complete and submit a State Form 48883 Request for Transmittal for each record series that will be sent. Please see the Record Coordinator's Handbook for more detailed information. Both the Handbook and State Form 48883 can be found on our website, iara.in.gov.

All fields on the form should be completed, including:
- the date range(s) of the records
- the number of boxes or items
- the content of the boxes (for paper)

Fields specific to electronic records:
- the file type(s)
- the total amount of data to be transferred
- the type of physical electronic or audiovisual media the records are held on, if applicable
- notes on the delivered contents, including a separate inventory, index, or file manifest

Records should not be sent to IARA without first receiving approval of the SF 48883 unless special arrangements have been made with Archives staff. *PLEASE NOTE that legacy media such as discs, magnetic tape, old AV formats and floppy disks may require review and/or conversion by the agency prior to being approved for accessioning.*

Paper File Transfer

Paper records should be packed in IARA Records Storage boxes prior to transfer to the State Archives. Each box should be labeled and numbered, and a full inventory of the contents should be included with the transmittal form. Oversized materials that do not fit in standard boxes may also be transferred after approval from IARA staff.

After the SF 48883 has been submitted and approved, arrangements will be made to pick up the records from your office.

Electronic File Transfer

Files can be sent to the Archives in several ways, including:

- Network transfer
- SFTP
- Sync service
- Dropbox (or similar)
- Secure email
- Removable media (e.g. portable hard drive)
- Cloud file share (e.g. SharePoint or Teams)

For SFTP, file share, and network transfers, IARA can either pick up files from the sender or grant the sender access to a drop location. Dropbox, sync, and other Cloud services may require the sender to grant access to IARA. Details should be arranged with Electronic Records staff in advance to ensure successful transmittal.

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Confidential and encrypted records

Appropriate precautions should be taken before submitting any records containing sensitive or confidential information (PII, HIPPA, etc.). **Confidential information should never be submitted via unsecured email.**

Regardless of how they are delivered or their confidentiality, any **encrypted or password-protected records submitted to the Archives must include any applicable login credentials** or other information needed to access and download the files.

Data size

Depending on the amount of data being sent, we recommend the following:

- <.2 GB – Email transfer
- .21-50 GB – Any except email
- 51-100 GB – Network transfer (may require a series of smaller transfers), file share, or external hard drive
- 101 GB-1 TB or more – External hard drive (some exceptions may be made)

Submissions of 50 GB or more can take place via network transfer or sync with IOT's approval and potential involvement, though they may require additional organization and preparation on the agency's part prior to transfer. Very large file transfers can take an extremely long time and hinder bandwidth, which is why we encourage other delivery methods based on data size. If you need to submit more than 500 GB of data at once, please contact Electronic Records at erecords@iara.in.gov to discuss appropriate arrangements.