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Happy New Year! I'm so glad to be living life in 2025. A fresh beginning means endless possibilities, even for records and information management (RIM) programs. For hope to continue building the county/local RIM orientation packet and get a jumpstart on other goals like creating a taskforce to update the LIB retention schedule and CCPRs. What's your RIM resolution(s) for this year?

Last Month's Bulletin

In the December 2024 bulletin, discussion topics included the Last Chat of 2024 is December 4th, CT Retention Schedule Online Training, New IARA Staff Member, Ann Huntington County Community School Corporation Document Archiving Project, and the Topic of the Month was the 2025 Monthly Chat Schedule.

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

News You Can Use: 2025 CCPR Secretary & Chairperson

It's that time of year again! Where IARA checks in with each of Indiana's 92 counties to verify the name/contact information of the secretary and chairperson for the Commission of Public Records. In February, Amy and/or Madison will start calling around to the Clerk's and Recorder's offices for the information.

Please submit the name/contact info of your County Commission of Public Record's Secretary and Chairperson for 2025 to IARA via cty@iara.in.gov.

At least once a year, your County should be hosting a County Commission of Public Records meeting and there are two positions, secretary and chairperson, that should be a commission member according to the Indiana Administrative Code 5-15-6-1.

Where can I find more information about the CCPR and secretary/chairperson duties? In the [County/Local Records Custodian Handbook](#) (pages 28-31), on the [CCPR v](#) watching the [CCPR webinar](#).

Looking to encourage CCPR members to attend the meetings? Please see this [IARA Encouragement letter](#).

RM Topic of the Month: Records Management During Times of Change

In August, we highlighted the importance of effective records management in administration changes – a topic that is even more critical now as Indiana continues to navigate transitions this month. Maintaining organized records is essential for ensuring long-term transparency, accountability, and compliance across county/local offices. While changes can create momentary disruptions to day-to-day operations, a well-organized approach ensures that office operations stay consistent, and that vital institution is preserved.

One of the primary risks during transitions is the loss of important records due to oversight or poor organization. To prevent this, both outgoing and incoming officials must understand their roles when it comes to records, especially differentiating between public records (which must be preserved) and personal materials (which are not subject to retention schedules). Establishing and updating clear guidelines can help to ensure nothing important is overlooked or improperly discarded.

As you prepare for a smooth transition, consider the following actions to maintain records continuity: Start by developing a checklist for outgoing and incoming officials to ensure all relevant documents are accounted for. Participate in taskforces to update your office-specific retention schedule, particularly if your office is transitioning to digital records. Review your office-specific [schedule](#) and the [County/Local General \(GEN\) Retention Schedule](#) to identify what needs to be kept, destroyed, or possibly transferred. If the process is overwhelming, begin by sorting records into "keep" and "destroy" categories to make the task more manageable. Once you have your records divided, you can then start determining how long you need to keep records and what their final disposition will be according to their retention schedule. And don't hesitate to reach out to the IARA for help with retention schedules, potentially transferring records to the Indiana State Archives, or destroying records according to their disposition.

As more offices shift to electronic records, ensuring your retention schedules reflect current workflows is vital. If your schedules haven't been updated to account for digital records, other changes have occurred in your office that are not currently being accounted for, contact IARA's County/Local Records Management Liaison at cty@iara.in.gov for guidance on electronic files, reach out to IARA's Electronic Records Program at erecords@iara.in.gov.

The new year, combined with leadership transitions, offers an incredible opportunity to strengthen your office's records management systems. By following best practices and help ensure a smooth handover of information, maintain transparency and compliance, and safeguard the public's trust.



Learn & Share: *From the Vault* Blog

The Indiana Archives and Records Administration's latest *From the Vault* blog explores the challenges of records management during leadership transitions. With records being created, "[Records Management in an Election Year](#)" offers a valuable reminder on how agencies can navigate these critical times effectively.

This blog, written by IARA's Electronic Records Archivist Kalita López, is a great resource for raising awareness about managing records during leadership transitions. View it to share it with your colleagues.

January Records Custodians Chat

Our next Records Custodians Chat will be happening on the 29th.

Meeting Information

Date: January 29th

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, 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

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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