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

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# January 2026

**Thank you for reading the December bulletin!**

## Last Month's Bulletin

In the December 2025 bulletin, discussion topics included the RIM Orientation Packet, Dec 10th: Combined November & December Chat, 2026 List of Monthly Teams Chats, GEN Retention Schedule Updates, IARA Website Updates are Live!, Attention Clerks: Breath Test Instruments & Operator Certifications, and the Topic of the Month was AS/AU/TR Retention Schedule Updates.

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

## RIM Orientation Packet!

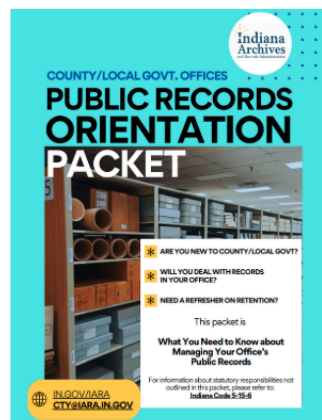
The Records & Information Management Orientation Packet is designed for

- 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](mailto:cty@iara.in.gov).*



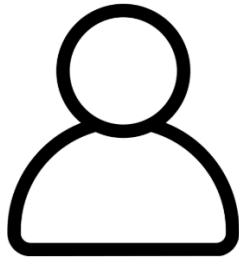
# Did your County have its Commission on Public Records Meeting in 2025?

**Required by Indiana Code 5-15-6-1**, the county commission (of every county) shall meet at least one (1) time in each calendar year.

IARA received 34 CCPR minutes for 2025; that means there are **58 counties** that either didn't have their meeting or haven't sent in the meeting minutes for 2025.



## Who is your 2026 CCPR Secretary & Chairperson?



The CCPR **Secretary** is always either the Clerk or Recorder in the County by mutual agreement or vote by the Commission. The **Chairperson** can be any of the Commission members.

This question is primarily for Clerks & Recorders to respond to. If you are another county office and know the answer, feel free to email [cty@iara.in.gov](mailto:cty@iara.in.gov). Whether the Secretary & Chairperson are staying the same from 2025 to 2026 or changing, please let IARA know ASAP. Indiana Code 5-15-6-1(c) states,

*"The commission shall provide to the administration the names and contact information for the chairman and secretary not later than thirty (30) days after the date of the determination."*

## Indiana State Archives Access and Hours for New Building Survey

The Indiana State Archives is trying to determine what days and hours they should be open when they move into their new downtown building later this year. Would you all take this five-minute survey in order to advise them on improving access? Thanks much!

## Regional Trainings coming to a County near YOU!

In 2026, I will be doing 7 regional visits across the State of Indiana to be more accessible for you all in the counties. Here are the regions & months I'll visit:

**February:** West Central (Parke County on February 26th)

**April:** Southern

**June:** Northern

**July:** Southern

**August:** Northern

**October/November:** East Central

**December:** Central

If you'd like to host a regional training, please let me know by emailing [cty@iara.in.gov](mailto:cty@iara.in.gov). I may be emailing your county to schedule a training.

# Topic of the Month: 2026 IARA Goals

IARA's Records & Information Management division is excited for another year to work with you on your records & information management goals.

**2025 statistics:** IARA received 679 county/local research questions. On average, it takes us roughly 0.98 days to answer/respond and 1.4 days to complete the question.

## 2026 IARA Goals related to Counties:

- **Retention Schedule Revisions:** All of the county/local retention schedules have been revised or created in the last 3 years! And as IARA would like to revise on a 5-year rotation, we have some time to rest. So, in 2026, we won't be scheduling any taskforces but handling revisions on a case by case basis as they may come up throughout the year.
- **County Commission of Public Records:** To improve understanding and yearly meetings of the County Commission of Public Records, IARA will create special quarterly bulletins designed just for CCPR members and offer assistance/visits when needed.
- **Publications:** Checking that all information in any county/local publication is up to date and relevant to you all in the counties including but not limited to:
  - RIM Orientation Packet
  - County/Local Records Custodian Handbook

## Tips for 2026:

**Don't wait for the breaking point with records.  
Be empowered, not afraid to start!**

# January 2026 Record Custodians Chat

Our next Records Custodians Chat will be happening on January 28th.

## Meeting Information

Date: January 28th  
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 [your meeting number] at the designated meeting me, 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:
  - 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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