Indiana Archives and Records Administration

🎈 🌞 Jiving June, Records Custodians! 🌞 🎈

June is jiving with me and I hope it is for you too! Summer is in full swing and the heat is here. Have some fun this month!

Last Month's Bulletin

In the May 2025 bulletin, discussion topics included the Taskforce Members Needed for AS/AU/TR Retention Schedule Revision!, Text, Email, & Social Media Webinar is LIVE!, and the Topic of the Month was Responsible Records Destruction.

To view past bulletins, go to the RIM Bulletins Archive webpage.

Out of Office: June 26-July 7

I will be out of the office from Thursday, June 26- Monday, July 7. I'll be back in the office on July 8th. If you need assistance, email cty@iara.in.gov.

RIM Topic of the Month:
RIM Orientation Packet is READY!

The Records & Information Management Orientation Packet is designed for
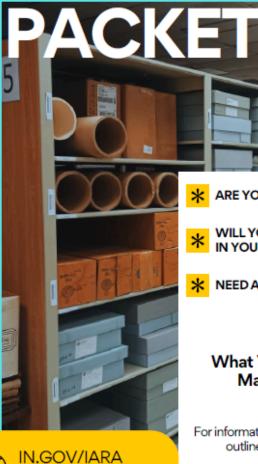
- new employees,
- those who deal with records in their office, and
- if you need a refresher on records and information management.

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

June Records Custodians Chat

Our next Records Custodians Chat will be happening on the 25th.

Meeting Information

Date: June 25th
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:

   - 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, or about the meetup, just contact me and we'll figure things out together!

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