

To view this email as a web page, click [here](#).



County/Local Records & Information Management

402 W. Washington St. Rm W472

Indianapolis, IN 46204

e: [cty@iara.in.gov](mailto:cty@iara.in.gov) | ph: 317-232-3380



## Merry March, Records Custodians!

Already in the third month of the year, we are cruising by 2025! It's my birthday month and I'm celebrating by going to see the musical, Six, with a close friend and then trying a new restaurant called Noah Grant's in Zionsville. The Ides of March and St. Patrick's Day are upon us. I hope March didn't start as a roaring lion for you but I do hope it ends like a lamb with pleasant and warm weather going into spring.

### Last Month's Bulletin

In the February 2025 bulletin, discussion topics included the Local Government Website Design & Hosting, Public Notices Survey, LIB 20-03 Newspaper Collection Microfilm, and the Topic of the Month was Copy of Record & Duplicates.

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

## 2 Surveys You Can Do: Public Notices & Customer Satisfaction Survey

If you've ever had to create a public notice for your office, please complete this **public notices survey**!

If you've ever received help on records and information management from IARA, please complete this **customer satisfaction survey**!

Both were created by the Records & Information Management division to improve upon and provide the best customer service possible to all county/local government offices. Please fill out if you have a moment!

## Question that CCPRs Can Use: When to Sign & Approve CCPR Minutes?

This is a question that Madison and I have received from a CCPR secretary: **When do I sign the meeting minutes? Right after the meeting is over? Or approve and sign them at the following meeting?**

A best practice is that meeting minutes should be approved and signed at the following meeting to become official.

For example, if you had a meeting on March 13th, and your next meeting was scheduled for December 30th, you would approve the official minutes for the March 13th meeting at the December 30th meeting, sign them, and then send along to IARA.

## **Attention: IARA is No Longer Recording These Chats**

IARA will no longer be recording these RIM Monthly Teams Chats for County/Local Offices. If you have follow-up questions on anything covered during the Chats, please email [cty@iara.in.gov](mailto:cty@iara.in.gov).

## **News Only Clerks Can Use: Ballots Retain in Original Format**

After speaking with the Indiana Election Division (IED), IARA would like to relay some best practices to county clerks and their office staff related to ballots.

Ballots are covered under the **Non-Judicial County Clerks (CL) retention schedule** with record series # CL 23-01 VOTED BALLOTS and record series # CL 10-31 UNUSED BALLOTS.

Retaining ballots in their original format is a best practice. Be aware that scanning the ballot (originally on paper) and then disposing of the paper original is NOT a best practice and is not condoned by IARA or IED.

If your paper ballots are severely damaged, please contact IARA and IED immediately. If you'd like to prepare and conserve your ballots, review the **Preservation & Disaster Resources** or **IARA's Guide to Preventing Damage to Records**.

---

## **RM Topic of the Month: April is Records & Information Management Month!**

April is Records and Information Management Month, and the Indiana Archives and Records Administration invites you to celebrate the importance of good recordkeeping!

Join us for a **pre-recorded webinar** on managing texts, emails, and social media posts as records. Test your records management skills with an **interactive game** or read the **blog post** about what to do when disaster strikes your public records, all will be found on the **IARA website** in April.

Be sure to visit IARA's **booth** in May during **Data Day** to learn more.

STATE OF INDIANA  
EXECUTIVE DEPARTMENT  
INDIANAPOLIS

Executive Order

# PROCLAMATION

TO ALL TO WHOM THESE PRESENTS MAY COME, GREETINGS:

- WHEREAS, public records are essential to the operation of state and local government; and
- WHEREAS, efficient records and information management is necessary for effective government, minimizing risks, and assuring information accuracy; and
- WHEREAS, effective record retention minimizes storage costs, establishes accountability, and protects the rights and interests of Hoosiers; and
- WHEREAS, the Records and Information Management Division of the Indiana Archives and Records Administration provides guidance and education for Indiana government offices on managing, storing, preserving, and disposing of records, and works with state and local records custodians to develop and update Records Retention Schedules based on established standards, best practices, and legal and regulatory requirements; and
- WHEREAS, state and local government records custodians work diligently to care for the records created and received in their offices and understand the contents and usage of the records in their office or agency; and

NOW, THEREFORE, I, Mike Braun, Governor of the State of Indiana, do hereby proclaim April 1-30, 2025 as

## RECORDS AND INFORMATION MONTH

in the State of Indiana, and invite all citizens to duly note this occasion.

*In Testimony Whereof, I hereto  
set my hand and cause to be affixed the  
Great Seal of State. Done at the  
City of Indianapolis, this 12th  
day of March the year of our  
Lord 2025 and of the Independence  
of the United States 249.*



BY THE GOVERNOR:

*Mike Braun*

## March Records Custodians Chat

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

## Meeting Information

**Date:** March 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:
  - 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!

. . .

**AMY CHRISTIANSEN**

**Records Management Liaison**

*Indiana Archives and Records Administration*

**o:** 812-929-3882

**e:** [achristiansen@iara.in.gov](mailto:achristiansen@iara.in.gov)

**w:** [www.in.gov/iara](http://www.in.gov/iara)

**a:** 402 W Washington St, Room W472, Indianapolis, IN 46204

---

This message was sent to you because you are the Secretary of your county Commission of Public Records (County Clerk or Recorder), or you are a county/local records custodian who has requested to be added to this list. If you no longer wish to receive these messages, please let us know at [cty@iara.in.gov](mailto:cty@iara.in.gov), and we'll remove you from our distribution list.

This email was sent by: Indiana Archives and Records Administration  
402 W. Washington Street W472, Indianapolis, IN, 46204 US

**Privacy Notice**

**Manage Preferences    Unsubscribe**