



Indiana Archives

and Records Administration

New State Forms and Publication Revisions: A Webinar for
Records Coordinators

March 5, 2025

Housekeeping

- This webinar is **being recorded**.
- Please **remain muted** until the question & answer section.
- **Feel free to type questions into the chat when you think of them** but be aware that they may not be addressed until the question & answer section.

Indiana Archives and Records Administration

Administrative Office

- 402 West Washington Street, W472, Indianapolis, IN 46204

Records and Information Management Division

- County/Local Records Management: cty@iara.in.gov
- Electronic Records Management: erecords@iara.in.gov
- State Records Management: rmd@iara.in.gov

Indiana Archives

- 6440 E. 30th Street, Indianapolis, IN 46201
- 317-591-5222
- archives@iara.in.gov

State Records Center

- 6440 E. 30th Street, Indianapolis, IN 46201
- 317-591-5326
- recordscenter@iara.in.gov

Imaging and Microfilm Laboratory

- 100 N. Senate Avenue, N055, Indianapolis, IN 46204
- 317-232-3381
- imaging@iara.in.gov

Overview



**Check out the design for the new IARA building
going in downtown Indianapolis in 2026!**

- **Records Coordinators Responsibilities**
- **Retention Schedules**
- **Publications**
 - **Updated Resources**
- **Forms**
 - **Revision**
 - State Form 16
 - **Deactivation**
 - State Form 47167
 - **New**
 - State Form 57700
 - State Form 57611
- **State Forms Catalog**
- **Questions**

Records Coordinators Responsibilities

Records Coordinators have 6 core responsibilities:

1. Complete and keep up with training provided by IARA.
2. Be the person that staff in your agency can go to when they have records questions.
3. Work with IARA on updates to agency retention schedules by acting as a contact point between your agency and IARA and tracking progress on your agency's side.
4. Review and sign off on destruction notifications.
5. Review and sign off on records being transferred to the Records Center or Indiana Archives.
6. Maintain an agency file of all relevant paperwork.

Retention Schedules

Retention Schedules outline the required retention periods for various records and documents created or received by Indiana government entities, as mandated by law or administrative policy. They also specify the actions to take after the retention period has ended.

Records are categorized into **Record Series**, which group together documents that share similar topics, legal requirements, and retention guidelines. Each Record Series includes the following components:

- **Record Series Number:** a unique identification number assigned when the series is first created.
- **Title and Description:** a formal name for the category of records, and a brief description of the subject or program that the records have in common, specific forms and reports that may be included, and any legal codes that affect confidentiality or retention periods.
- **Retention and Disposition Instructions:** Where, in what format, and how long the records are to be maintained, and what happens at the end of that period: destruction of records that are no longer useful, or transfer to the Indiana State Archives for records of historical value.

RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
85-458	TIMBER BUYER'S LICENSE FILE Timber buyers must be certified to do business in Indiana (IC 25-36.5-1-2); file contains application, agent registration forms, special permission forms, filled out renewal forms for licenses and agents, surety bond form and any subsequent riders, increases or evaluations, correspondence and complaints. Disclosure of these records may be affected by IC 5-2-4-4.	TRANSFER to the RECORDS CENTER five (5) years after license becomes inactive. DESTROY in the RECORDS CENTER after an additional five (5) years.

In short, a Retention Schedule is a comprehensive list of all Record Series that apply either to a specific government entity, or to a broad category of government entities. When discussing the handling of a particular record type, you are referring to a Record Series. When referring to the entire set of record types, you are talking about the Retention Schedule. [The General and Agency-Specific Retention Schedules](#) can be found on the IARA website on the [State Records Management page](#) under *State Records Management Guidance and Policies* and the [IARA Publications](#) page under *State Records Management Program*.

Updated Publications

State Agency Records Manager Handbook

IARA's State Agency Records Manager Handbook is designed to help state government agencies in Indiana properly and legally care for the public records in their custody. The current version can be found on the IARA website on the [IARA Publications](#) page under *State Records Management* and the [State Records Management](#) page under *State Records Management Guidance and Policies*.

Guide to Responsible Records Destruction for State Agencies and County/Local Offices

This destruction guide is written by the IARA for employees of State government agencies and County/Local government offices in Indiana. It explains basic records and information management requirements surrounding public records destruction, government employee responsibilities, and how to appropriately destroy public records. The current version can be found on the IARA website on the [IARA Publications](#) page under *All Records Management* and the [State Records Management](#) page under *State Records Management Guidance and Policies*.

IARA Electronic Records Guidelines

The Indiana Archives and Records Administration Electronic Records Guidelines were developed to help State agencies and County/Local government offices determine how to scan records in-house or in partnership with a vendor, manage electronic records (born digital or scanned), organize and name files, and store electronic records for the long-term. The current version can be found on the IARA website on the [IARA Publications](#) page under *All Records Management* and the [State Records Management](#) page under *State Records Management Guidance and Policies*.

State Form 16 – Revised!



RECORDS DESTRUCTION NOTIFICATION

State Form 16 (R17 / 1-25)

INDIANA ARCHIVES AND RECORDS ADMINISTRATION
INDIANA STATE RECORDS CENTER
6400 East 30th Street
Indianapolis, IN 46219
Telephone: (317) 561-5326
E-mail: recordscenter@iara.in.gov

INSTRUCTIONS:

1. Review sections 1 and 2 for accuracy.
2. Complete section 3 and return to recordscenter@iara.in.gov.
3. Retain your copy of the completed form under [Record Series GRREC-2](#).

You have six (6) weeks to respond. If you do not respond within six (6) weeks, the records will be destroyed or shredded.

SECTION 1: AGENCY INFORMATION

Name of agency
Name of division
Name of Agency Records Coordinator

SECTION 2: RECORDS INFORMATION

The following records will be destroyed in accordance with IC 5-15-5.1 and current Oversight Committee on Public Records approved retention and disposition schedule.		
Records series number	Records series title	
Disposition due date (month, day, year)	Total cubic feet of records	Latest date of records (month and year)
Container / box number(s)	Location	Accession number (if applicable)

SECTION 3: AGENCY APPROVAL OF DESTRUCTION

What type of destruction request is this?			
<input type="checkbox"/> Option 1: Destruction of records located in the Records Center			
<input type="checkbox"/> Option 2: Arranged pick up and destruction of records located in your agency			
<input type="checkbox"/> Option 3: Shredding of records located in the Records Center			
Signature of Agency Records Coordinator		Date of signature (month, day, year)	
If you checked Option 3, please provide the following billing information.			
Business unit *	Fund *	Department *	Program number *

SECTION 4: AGENCY DENIAL OF DESTRUCTION

Reason records may not be destroyed (check one):	
<input type="checkbox"/> State Audit Pending	<input type="checkbox"/> State / Federal Litigation Pending (attach a copy of the court order)
<input type="checkbox"/> Federal Audit Pending	<input type="checkbox"/> Other: _____
Requested new destruction date (month, day, year)	
Signature of Agency Records Coordinator	Date of signature (month, day, year)
Printed name of Agency Records Coordinator	

State Form 16: Records Destruction Notification is a form to document the destruction of public records located at the Records Center. There are 4 revised sections to be filled out by the Records Coordinator (where applicable).

1. Revisions Overview:

- SF 16 will be utilized for the destruction of records located at the Records Center as well as arranging the pickup and destruction of records located in your agency.
- Agencies will *not* fill out or send SF 16 for destruction of records in-house.
- SF 16 will now include a section to indicate denial of destruction, along with the reason for denial and the requested new destruction date.

2. Complete State Form 16:

- Always verify the disposition dates and the records eligibility for destruction according to the appropriate retention schedule.
- If SF 16 is not signed by the Records Coordinator and returned within six (6) weeks, the Records Center will proceed with destruction.
- Return the completed form to recordscenter@iara.in.gov.

3. File Form:

- Retain the completed form under Record Series GRREC-2 on the [General Retention Schedule for All State Agencies](#).

State Form 16, continued...

SECTION 1: AGENCY INFORMATION

Name of agency
Name of division
Name of Agency Records Coordinator

SECTION 2: RECORDS INFORMATION

The following records will be destroyed in accordance with IC 5-15-5.1 and current Oversight Committee on Public Records approved retention and disposition schedule.		
Records series number	Records series title	
Disposition due date (month, day, year)	Total cubic feet of records	Latest date of records (month and year)
Container / box number(s)	Location	Accession number (if applicable)

SECTION 3: AGENCY APPROVAL OF DESTRUCTION

What type of destruction request is this?			
<input type="checkbox"/> Option 1: Destruction of records located in the Records Center			
<input type="checkbox"/> Option 2: Arranged pick up and destruction of records located in your agency			
<input type="checkbox"/> Option 3: Shredding of records located in the Records Center			
Signature of Agency Records Coordinator		Date of signature (month, day, year)	
If you checked Option 3, please provide the following billing information.			
Business unit *	Fund *	Department *	Program number *

SECTION 4: AGENCY DENIAL OF DESTRUCTION

Reason records may not be destroyed (check one):	
<input type="checkbox"/> State Audit Pending	<input type="checkbox"/> State / Federal Litigation Pending (attach a copy of the court order)
<input type="checkbox"/> Federal Audit Pending	<input type="checkbox"/> Other: _____
Requested new destruction date (month, day, year)	
Signature of Agency Records Coordinator	Date of signature (month, day, year)
Printed name of Agency Records Coordinator	

State Form 16: Records Destruction Notification has 4 sections to be filled out by the Records Coordinator (where applicable).

Section 1-2: Agency Information and Records Information: Records Coordinators will confirm accuracy of filled out information.

Section 3: Agency Approval of Destruction: Records Coordinators will now select and sign for one of the following options for destruction approval:

- Option 1: Destruction of records located in the Records Center
- Option 2: Arranged pick up and destruction of records located in your agency
- Option 3: Shredding of records located in the Records Center
 - If Option 3 is checked, please provide billing information.

Section 4: Agency Denial of Destruction: Records Coordinators will now indicate and sign for the reason records may not be destroyed and request a new destruction date.

*Agencies will **not** fill out or send SF 16 for destruction of records in-house. Records Coordinators will have the optional SF 57700 available.

Agencies will **not fill out SF 47167: Do Not Destroy Records as this will now be covered on SF 16 in Section 4.

State Form 47167 – Deactivated!



DO NOT DESTROY RECORDS

State Form 47167 (R2 / 6-15)

INDIANA ARCHIVES AND RECORDS ADMINISTRATION
INDIANA STATE RECORDS CENTER
8400 East 30th Street
Indianapolis, IN 46219
Phone: (317) 591-5328
Fax: (317) 591-5328

- INSTRUCTIONS:
1. Use this form if you have received State Form 16, "Records Destruction Notification," from the Records Center and the records may not be destroyed due to ongoing litigation or a pending audit.
 2. Fill out this form completely and forward to the Records Center at the above address.

AGENCY INFORMATION

Reason records may not be destroyed (check one)

- ☐ State Audit Pending
☐ Federal Audit Pending
☐ State / Federal litigation (copy of court order attached)
☐ Other: _____

New destruction date (month, day, year)

Signature of Agency Records Coordinator

Date of signature (month, day, year)

Printed name of Agency Records Coordinator

State Form 47167: Do Not Destroy Records will no longer be in use by the Records Center in conjunction with State Form 16.

If the records should **not** be destroyed, Records Coordinators will now fill out **Section 4: Agency Denial of Destruction** on **State Form 16**. Records Coordinators will indicate the reason records may not be destroyed and request a new destruction date.

State Form 57700 – New!



RECORD OF DESTRUCTION

State Form 57700 (2-25)
INDIANA ARCHIVES AND RECORDS ADMINISTRATION

INSTRUCTIONS: 1. Use this form to document destruction of public records as needed. Maintain this form in your agency under Record Series GRREC-2 on the General Retention Schedule for All State Agencies.
2. This form acts as internal documentation for the use of State agencies and does not need to come to the Indiana Archives and Records Administration.

SECTION A: RECORD INFORMATION

Record Series Number	Record Series Title
Division (if applicable)	

SECTION B: DESTRUCTION INFORMATION

Location of the records	
<input type="checkbox"/> Server	<input type="checkbox"/> Electronic record keeping system: _____
<input type="checkbox"/> External media	<input type="checkbox"/> Database
<input type="checkbox"/> Cloud	<input type="checkbox"/> Storage facility: _____
<input type="checkbox"/> Electronic mail system	<input type="checkbox"/> Storage in agency: _____
<input type="checkbox"/> Social media platform: _____	
Method of destruction	
<input type="checkbox"/> Deletion*	<input type="checkbox"/> Pulping
<input type="checkbox"/> Incineration	<input type="checkbox"/> Vendor: _____
<input type="checkbox"/> Shredding	<input type="checkbox"/> Other: _____
*Includes any backups and primary or secondary recycle bin locations.	
Date eligible for destruction	Date of destruction
Is a system log available that separately records this destruction?	If yes, how can the system log be accessed?
Is a destruction certification available?	If yes, how can the destruction certification be accessed?

SECTION C: SIGNATURES

Records Coordinator signature	Date
Signature of person destroying the records	Date

State Form 57700: Record of Destruction is an **optional** form to document the in-house destruction of public records as needed.

1. Complete State Form 57700:

- Use the exact record series title and number from the retention schedule, since it may be necessary to establish at a later date that the records were destroyed legally.
- Provide all necessary details, including dates eligible for and of destruction. Specify how to access the system log or destruction certificate, if available.

2. File Form:

- Retain the completed form under Record Series GRREC-2 on the [General Retention Schedule for All State Agencies](#).
- Internal use only, no need to submit to the Indiana Archives and Records Administration.

3. Confidential Records Disposal:

- Follow agency-specific policies, contracts, or federal guidelines for confidential record destruction. These may not be listed on your agency's specific retention schedule but instead they are set by internal agency policies, specific contracts, or federal guidelines for your programs.

State Form 57700, continued...

SECTION A: RECORD INFORMATION	
Record Series Number	Record Series Title
Division (if applicable)	

SECTION B: DESTRUCTION INFORMATION	
Location of the records	
<input type="checkbox"/> Server	<input type="checkbox"/> Electronic record keeping system: _____
<input type="checkbox"/> External media	<input type="checkbox"/> Database
<input type="checkbox"/> Cloud	<input type="checkbox"/> Storage facility: _____
<input type="checkbox"/> Electronic mail system	<input type="checkbox"/> Storage in agency: _____
<input type="checkbox"/> Social media platform: _____	
Method of destruction	
<input type="checkbox"/> Deletion*	<input type="checkbox"/> Pulping
<input type="checkbox"/> Incineration	<input type="checkbox"/> Vendor: _____
<input type="checkbox"/> Shredding	<input type="checkbox"/> Other: _____
*Includes any backups and primary or secondary recycle bin locations.	
Date eligible for destruction	Date of destruction
Is a system log available that separately records this destruction?	If yes, how can the system log be accessed?
Is a destruction certification available?	If yes, how can the destruction certification be accessed?

SECTION C: SIGNATURES	
Records Coordinator signature	Date
Signature of person destroying the records	Date

State Form 57700: Record of Destruction has 3 sections to be filled out by the Records Coordinator.

Section A: Record Information: Record Series, Record Series Title, and Division (if applicable) will be filled out.

Section B: Destruction Information: Location of the records and Method of destruction will be filled out. The date the records are eligible for destruction, the date of destruction, and information on how to access the system log or destruction certificate will be filled out if available.

Section C: Signatures: Records Coordinator signature and the signature of the person destroying the records will be filled out.

*Agencies will **not** fill out or submit SF 16 for destruction of records in-house. However, arranged pick up and destruction of records located in your agency will be submitted through SF 16.

** Agencies will **not** submit this form to the Indiana Archives and Records Administration. This form is optional and will remain in your agency.

State Form 57611 – New!



RECORDS TRANSFER NOTIFICATION

State Form 57611 (12-24)

INDIANA ARCHIVES AND RECORDS ADMINISTRATION
INDIANA STATE RECORDS CENTER
6400 East 30th Street
Indianapolis, IN 46219
Telephone: (317) 591-6326
E-mail: recordscenter@iara.in.gov

- INSTRUCTIONS:
1. Review Section one (1) and two (2) for accuracy.
 2. Complete section three (3) or four (4) and return to arc@iara.in.gov.
 3. Retain your copy of the completed form under [Record Series GRREC-2](#).

*NOTE: You have six (6) weeks to respond. If you do not respond within six (6) weeks, the records will be transferred to the State Archives.

SECTION 1: AGENCY INFORMATION

Name of agency

Name of division

Name of Agency Records Coordinator

SECTION 2: RECORDS INFORMATION

The following records will be transferred in accordance with IC 5-15-5.1 and current Oversight Committee on Public Records approved retention and disposition schedule. Some retention schedules allow for "evaluation, sampling or weeding" which means that the records might not be kept in their entirety.

Records series number	Records series title	
Disposition due date (month, day, year)	Total cubic feet of records	Latest date of records (month and year)
Container / box number(s)	Location	Accession number (if applicable)

SECTION 3: AGENCY APPROVAL OF TRANSFER

☐ Records are approved for transfer to the State Archives

If you have any inventories or box lists regarding the transferred records, please send them to arc@iara.in.gov.

Signature of Agency Records Coordinator

Date of signature (month, day, year)

SECTION 4: AGENCY DENIAL OF TRANSFER

☐ Records are denied for transfer to the State Archives

Reason records may not be transferred (check one):

☐ State Audit Pending ☐ State / Federal Litigation Pending (attach a copy of the court order)

☐ Federal Audit Pending ☐ Other: _____

Requested new disposition date (month, day, year)

Signature of Agency Records Coordinator

Date of signature (month, day, year)

State Form 57611: Records Transfer Notification will be sent to the Records Coordinator for approval or denial for transfers from Records Center Storage to the Indiana Archives. Records Center staff will handle the transfer process.

1. Complete State Form 57611:

- Always verify the disposition dates according to the appropriate retention schedule.
- The Records Coordinator is given six (6) weeks to respond to State Form 57611. During these six weeks, the Records Coordinator can request that the records be maintained longer in the Records Center if necessary.
- After approval, or if six weeks go by with no response, the records are transferred to the Indiana Archives where they are processed according to the retention schedule.
- Return the completed form to arc@iara.in.gov.

2. File Form:

- Retain the completed form under Record Series GRREC-2 on the [General Retention Schedule for All State Agencies](#).

State Form 57611, continued...

SECTION 1: AGENCY INFORMATION

Name of agency
Name of division
Name of Agency Records Coordinator

SECTION 2: RECORDS INFORMATION

The following records will be transferred in accordance with IC 5-15-5.1 and current Oversight Committee on Public Records approved retention and disposition schedule. Some retention schedules allow for "evaluation, sampling or weeding" which means that the records might not be kept in their entirety.

Records series number	Records series title	
Disposition due date (month, day, year)	Total cubic feet of records	Latest date of records (month and year)
Container / box number(s)	Location	Accession number (if applicable)

SECTION 3: AGENCY APPROVAL OF TRANSFER

☐ Records are approved for transfer to the State Archives

If you have any inventories or box lists regarding the transferred records, please send them to arc@iara.in.gov.

Signature of Agency Records Coordinator	Date of signature (month, day, year)
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SECTION 4: AGENCY DENIAL OF TRANSFER

☐ Records are denied for transfer to the State Archives

Reason records may not be transferred (check one):

<input type="checkbox"/> State Audit Pending	<input type="checkbox"/> State / Federal Litigation Pending (attach a copy of the court order)
<input type="checkbox"/> Federal Audit Pending	<input type="checkbox"/> Other: _____

Requested new disposition date (month, day, year)

Signature of Agency Records Coordinator	Date of signature (month, day, year)
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State Form 57611: Records Transfer Notification has 4 sections to be filled out by the Records Coordinator (where applicable).

Section 1-2: Agency Information and Records Information: Records Coordinators will confirm accuracy of filled out information.

Section 3: Agency Approval of Transfer: Records Coordinators approve and sign for the transfer to the State Archives.

Section 4: Agency Denial of Transfer: Records Coordinators deny transfer to the State Archives. If denied, Records Coordinators will indicate and sign for the reason records may not be transferred and request a new disposition date.

State Forms Catalog

State Forms Online Catalog (All Agencies All Formats)

State Employee Login ▶

Form Number:

Form Title:

Form Description:

Language:

Agency:

Search ▶

Reset ▶

Forms are Maintained and Managed by the Indiana Archives and Records Administration

Results

If you are unable to locate the form, it may be that access is limited to State of Indiana employees. Please contact the agency that owns the form for assistance.

If you are a State of Indiana employee, please log in using the State of Indiana Login button to access forms that are restricted to State or Agency usage only

[State Forms Catalog](#) can be found on the IARA website under Quick links. Please log in using the State of Indiana Login button to access forms that are restricted to State or Agency usage only. Some forms exist only as internal templates for Archives and Records Administration staff to fill out.

QuickLinks: [IARA News](#) [Closed School Records](#) [State Forms Catalog](#) [State Retention Schedules](#) [County/Local Retention Schedules](#) [Record Series Search](#)

-or-

[IARA – Specific Forms](#) can be found on the IARA website under Services For Government. The forms listed on this page are those that are used or owned by the Indiana Archives and Records Administration.



Indiana Archives

and Records Administration

Questions?

Want to learn more?

rmd@iara.in.gov