

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



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

CTY@IARA.IN.GOV; WWW.IN.GOV/IARA

October 2026

Thank you for reading the September bulletin!

Last Month's Bulletin

In the September 2026 bulletin, discussion topics included the RIM Orientation Packet, County Commission on Public Records (CCPR) & Indiana Code 5-15-6-1, CCPR Member Survey, New Building Information, 10/30 Regional Training in Whitley County!, Morgantown Records Project, and the Topic of the Month was Migrating records from obsolete media to your current systems.

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

RIM Orientation Packet!



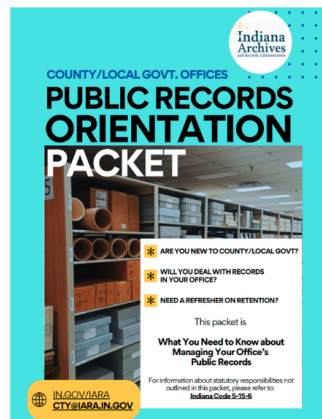
The Records & Information Management Orientation Packet is designed for

- 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.



County Commission of Public Records (CCPR) & Indiana Code 5-15-6-1

What is the CCPR? A commission with a Secretary and Chairperson that collects destruction paperwork for inclusion in meeting minutes, approves other destruction/transfer paperwork when submitted, and meets once per calendar year.

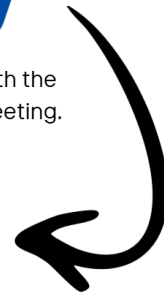
Who are the members? The Circuit Court Judge, County Clerk, County Recorder, Board of County Commissioners President, County Auditor, Superintendent of Schools for the School District of the County Seat, and either the City Controller or Clerk-Treasurer. Designees or proxies allowed.

Why is this important? To encourage, support, and remind other government offices in the county to follow retention schedules, complete the proper destruction paperwork, and abide by Indiana Code which safeguards our public records.

See the **County Commission of Public Records** webpage for more information or reach out via email to cty@iara.in.gov.

CCPR Member Survey

This survey is to help IARA better understand how to assist counties with the statutory requirement of the County Commission of Public Records meeting.

A screenshot of a web survey titled "County Commission of Public Records Survey". The survey asks respondents to indicate if their county has a CCPR meeting in 2025. There are two radio button options: "Yes" and "No". A "Submit" button is at the bottom.

10/30 Regional Training in Whitley County!

In 2026, we will be doing 7 regional visits across the State of Indiana to be more accessible for you all in the counties.

February 26: Parke County (West Central)
April 17: Henry County (East Central)
June 12: La Porte County (Northwest)
July 24: Vanderburgh County (Southwest)
August 6: Bartholomew County (Southeast)
October 30: Whitley County (Northeast)
December 18: Marion County (Central)

A poster for "RECORDS TRAINING" on 10.30.2026. The poster is yellow with a blue border. It includes the Indiana Archives logo and states "FREE FOR ANY COUNTY/LOCAL OFFICE!". The training is on October 30, 2026, from 10:00 a.m. to 12:00 p.m. at the South Whitley Community Public Library, 201 E Front St, South Whitley, IN 46787. It lists topics: Records Management, Destroying and Transferring Records, Permanent & Critical Records, Electronic Records, Digitization Projects, and Learning about the County Commission of Public Records. Other benefits include a Q&A session & 1:1 discussions. A list of "Who Should Attend" includes: Election Offices, Public Libraries, Local Health Depots, Clerk & Taxes, Planning & Zoning Depots, Township Trustees, K-12 Public Schools, and Public Safety Agencies. An "RSVP" section says "by Monday, October 26! Limited space available". A starburst graphic says "LEADS & OTHER CREDITS AVAILABLE!". At the bottom, it says "Registration" and "Call 800-363-3633".

If you'd like to register for a regional training, please email cty@iara.in.gov.

Schedule for 2027 10 Regional Trainings

In 2027, we will continue doing regional visits across the State of Indiana to be more accessible for you all in the counties.

Tentative Dates*:

February 19: Fountain County (West Central)
April 16: Randolph County (East Central)
June 17?: Newton County (Northwest)
June 24?: St. Joseph County (North)
July 30: Dubois County (Southwest)
August 13: Jefferson County (Southeast)
August or September ?: LaPorte County (Northeast)
October 15: Noble County (Northeast)
November ?: Monroe County (South Central)
December 17: Shelby County (Central)

For more information or if you'd like to register for a regional training, please email cty@iara.in.gov.

**Most of these dates are subject to change depending on venue booking and availability.*

HELP! Do you deal with Stormwater related records in your office?

If you said YES to this question or know someone who does, then please help IARA by becoming apart of a taskforce to discuss the retention of stormwater records.

How often do these taskforce meetings occur? Once a month until no longer needed.

Do we have to attend the taskforce meetings in person? NO! These will all be held virtually on Microsoft Teams.

Do I have to attend every meeting? No, you can come and go as you please.

Will the meetings be recorded? Yes, only for internal reference; they will not be posted anywhere for public viewing.

What if I don't think I have anything useful to add to the meetings? You are the experts, not me, I bet you have knowledge that we don't on these types of records and we would like to hear about them.

Does it matter what office I'm apart of to join the taskforce? As long as you deal with stormwater related records in your office, no, it does not matter what office you work for to be on the taskforce. AND I need to know what offices DO handle these records to advise any retention schedule revisions.

If you'd like to join the taskforce, please email cty@iara.in.gov.



Topic of the Month: Did your County have a Commission of Public Records (CCPR) meeting this year?

With 3 months left of 2026, IARA wanted to make sure you all held your CCPR meeting or scheduled your CCPR meeting for sometime in the remaining months. According to Indiana Code 5-15-6-1 (d): "The county commission shall meet at least one (1) time in each calendar year." We understand coordinating the calendars of (7) seven Commission members may be difficult but surely, there is a date and time that would work best for at least a quorum of (4) four Commission members at some point in 365 days. Also of note is that the Commission members can send a proxy or designee from their office to attend in their stead if needed.

Along with having the meeting, the CCPR needs to send a copy of the meeting minutes (including supporting documents like the NOD forms) to IARA. This is according to the IARA retention schedule which lists Record Series # 82-431, see below:

82-431	COUNTY COMMISSION OF PUBLIC RECORDS Includes filed reports of individual county destruction of records and related correspondence.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles when the division is no longer in existence.
--------	--	---

I'm not on the Commission, what does this have to do with me? If you destroy public records in your office and fill out the SF44905 forms, you do need to send a copy of the completed form after destruction to the CCPR. Your forms get included in the meeting minutes.

Why do these meetings need to be held? It's a requirement of Indiana Code, and if any offices submit a PR-1A or B form, the destruction or transfer of certain records need to be approved by the Commission. Basically, those records can't be destroyed or transferred until the meeting is held.

What exactly does IARA need included in the meeting minutes? IARA needs the meeting agenda, minutes, and any supporting documents which includes the destruction paperwork or any approved forms like the PR-1A or B.

As secretary, where should I send the CCPR minutes to? You can email them to cty@iara.in.gov (preferred) or you can mail them to 100 N. Senate Avenue, Suite N045, Indianapolis, IN 46204-2203.

What resources are available to me about the CCPR? There's a webpage, a webinar, and 4 pages in the County/Local Records Custodian Handbook, pages 28-31. All can be found on the IARA website: www.in.gov/iara.

If I need help with our CCPR meeting, who can I ask? You can reach out to IARA's County/Local Records Management program at cty@iara.in.gov.

**Only 10 of 92
Counties have
sent in their
CCPR minutes
for 2026!**

October 2026 Record Custodians Chat

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

Meeting Information

Date: October 28th
Time: 11 a.m. to 11:30 a.m. EST
Place: Microsoft Teams

About the Meeting

This 30-minute meet-up 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 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, please reach out!

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!

AMY CHRISTIANSEN

Records Management Liaison
Indiana Archives and Records Administration

812-929-3882

achristiansen@iara.in.gov

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, 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](#)