

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

September 2026

Thank you for reading the August bulletin!

Last Month's Bulletin

In the August 2026 bulletin, discussion topics included the RIM Orientation Packet, County Commission on Public Records 5-15-6-1, CCPR Member Survey, New Building Information, 10/30 Regional Training in Whitley County!, Mailing Address Change!, 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!



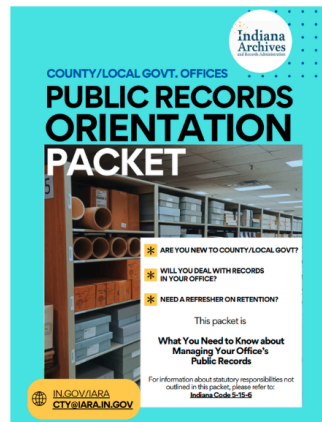
The Records & Information Management Orientation Packet is designed for

- 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-based survey titled "County Commission of Public Records Survey". The survey asks respondents to provide their name and email address, and then asks a question: "Does your county have a CCPR meeting in 2023?". There are two radio button options: "Yes" and "No". A "Submit" button is at the bottom.

New Building Information!



The Indiana Archives & Records Administration building at 350 West Ohio Street Indianapolis, Indiana 46202 will be officially open to the public on Friday, September 25th. The hours are Monday - Saturday: 9 a.m. to 4 p.m., the Reading Room hours are Tuesday - Saturday: 9 a.m. to 4 p.m. If you have any questions, please direct them to archives@iara.in.gov.

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)

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

A yellow poster with a blue border and a scalloped edge. At the top left is the "Indiana Archives" logo. The main title is "RECORDS TRAINING" in large blue letters. Below it, in smaller text, is "FREE FOR ANY COUNTY/LOCAL OFFICE!". The poster describes the training as covering records & information management, destroying and transferring records, permanent & critical records, electronic records, digitization projects, & learning about the County Commission of Public Records. It lists the date "10.30.2026" and the time "10:00 a.m. - 12:00 p.m.". The location is "South Whitley Community Public Library, 201 E Front St., South Whitley, IN 46787". There is an "RSVP" section with the deadline "by Monday, October 26!" and a note "Limited space available". A list titled "Who Should Attend:" includes: Elected Officers, Public Libraries, Local Health Units, Cities & Towns, Planning & Zoning Comps, Township Trustees, K-12 Public Schools, and Public Safety Agencies. A blue starburst graphic at the bottom right says "LET'S GET OTHER CREDIT AVAILABLE!". At the bottom, there are social media icons for Facebook and Twitter, and a phone number "812-539-1855".

Morgantown Records Project

Rayli Stearman was an employed contractor hired to go through the township Morgantown's records to become compliant to the retention schedules. There was a backlog from 1904 to present day. The Town Hall moved in December and realized they needed to outsource help to sort and decide which records needed to be destroyed or archived. She focused on establishing a plan and process for the large scale project and created a spreadsheet to help track records, estimate the volume of boxes, and where the records ended up in the decision process.



In the proceeding 10 weeks, she went through a total volume of 267.03 bankers boxes, but 497 sets of objects resulting in **81.43% of records destroyed, 5.41% archived, and 13.07% reserved for destruction on a later date.** She was in constant communication with the utilities clerk of Morgantown and IARA, to ask questions and reach out for advice on finding the correct record series on unfamiliar record types.



In the last two weeks of her work, she moved into the new town hall looking through the records they brought with them this December and the ones they are actively creating. I went through the current 112.5 boxes being stored and found 5 boxes ready for destruction, 12 boxes with permanent records now archived, and marked 95.5 boxes with the years they are to be destroyed. I filled out the paperwork and now the job is officially concluded. She spent **28 days in 12 weeks**, the experience was a beautiful mess that she is beyond grateful to organize for the town.

Topic of the Month: Are your records severely damaged?

Are your records severely damaged? How does an office determine this? IARA provides publications and procedures related to severely damaged records to help county/local government offices make this determination including the Severely Damaged Records Sheet and the SF57798 Severely Damaged Records Report among others.

What is considered a severely damaged record?

1. a danger to human health, life, or property
2. unsalvageable - unusable: unable to be used in any way and/or
3. unsalvageable - unconvertible: unable to be reformatted (scanned, digitized, or converted to microfilm).

Severely damaged records that the office and IARA determine to be a danger to human health, life, or property may be destroyed immediately by any proposed, IARA-approved method.

Step 1: Reach out to IARA about your possibly severely damaged records, email cty@iara.in.gov or call (812) 929-3882.

Step 2: IARA will ask you for a damage assessment using the **SF57798 Severely Damaged Records Report** which will include a request of image(s) or video(s) of the damage. *It helps to have as much information ready as possible before you contact IARA.* Below are some of the Report questions:

- **Which record series are affected?** This is why it's important to know the retention schedules, what record series apply to your records, and how long to retain those records.
- **Is this the only copy of the records?** Knowing how many versions of your record you have in your office is helpful, such as if you have the record on paper AND have it stored electronically or if you know you only have a paper copy.
- **Are they accessible, usable, and/or convertible?** This is a complex question you may need assistance on. But basically, is all the information still intact so you could migrate it to another format?
- **Have you taken steps toward remediation?** If the paper is wet, have you dried it? If the electronic file is compromised, have you talked to IT about recovery or retrieval?
- **What plans have you made for if the information on the records need to be accessed but the records itself have been destroyed or are inaccessible?**

Step 3: Once enough information is gathered from your office, IARA Leadership Team will review the SF57798 Report and supporting photo(s)/video(s), if approved, that means the records are indeed severely damaged and the office will need to complete and submit the **SF30505 PR-1A Request for Permission to Destroy Certain Public Records**. Complete Parts 1-5 then submit to County Commission of Public Records (CCPR) for approval. If denied, that means that the records are not severely damaged and that your office will need to retain the records according to the retention schedules and remediate.

September 2026 Record Custodians Chat

Our next Records Custodians Chat will be happening on September 30th.

Meeting Information

Date: September 30th
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!

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](#)