



**IARA is here to assist  
county or local government offices  
when disaster strikes!**

If your office finds severely damaged records\*, below are helpful guidelines to reporting those disasters and how to conserve the records.

\*Regardless of the format or media - whether paper, microfilm, or electronic meaning digitized/scanned paper, born-digital, it's a record no matter the format or media.

# Reporting Severely Damaged Records

## Report a severely damaged records disaster:



If the emergency happens during business hours, contact IARA's Records & Information Management division at:

**812-929-3882**  
**cty@iara.in.gov**



If the emergency happens outside of business hours, contact the American Institute for Conservation's National Heritage Responders at:

**202-661-8068**

For non-urgent inquires, email [emergencies@culturalheritage.org](mailto:emergencies@culturalheritage.org).

## What is considered a severely damaged record?

Severely damaged records are defined as:

- 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 method that IARA approves.



[www.in.gov/iara/divisions/records-management/](http://www.in.gov/iara/divisions/records-management/)



## What are the procedures when finding severely damaged records?

The first thing you should do is contact IARA at [cty@iara.in.gov](mailto:cty@iara.in.gov) when finding severely damaged records.

Then IARA will ask you to gather an assessment of the damage using the Damaged Records Form.

**IARA will also request image(s) or video(s) of the damage. It helps to have as much information ready as possible before you contact IARA.**



## What if we cannot supply answers to the questions in the Damaged Records Form?

IARA will work with you to obtain the answers. *However, if you cannot supply enough of the information to give IARA a clear picture of the situation, your request to destroy cannot be considered.*

Once IARA requests the information, it will be reviewed and a final decision made. If the request is approved, your office will fill out a PR-1 A form (SF 30505) to be approved by the County Commission of Public Records (CCPR) at their next meeting.

**Contact IARA at [cty@iara.in.gov](mailto:cty@iara.in.gov) before filling out the PR-1 A form (SF30505).** Once it's approved, you may destroy the severely damaged records accordingly.



## How do I destroy severely damaged records?

- 1 Damaged records that the office and IARA determine to be a menace to human health, life or property may be destroyed immediately by any proposed method IARA approves.
- 2 Damaged records that are **confidential** must be destroyed in a confidential manner. Just taking them to a landfill is not sufficient for disposal. **Shredding and/or incineration** are ways to destroy records in a confidential manner. Film, electronic media and paper can all be shredded.
- 3 The safest method of destroying moldy paper records is incineration. If the records are not confidential, you may discard them in the trash. *Do not shred moldy materials.*
- 4 Records must either be destroyed in an authorized location such as government property, or by a vendor that specializes in the destruction of records. *Public records cannot be destroyed in an unauthorized location, such as your home or a similar location.*

