

County/Local Retention Schedule Instructions

Indiana Archives and Records Administration (IARA)
County/Local Records Management

These instructions apply to all approved County/Local Records Retention Schedules.

1) Reference the Appropriate Retention Schedule

Check your [office-specific Retention Schedule](#). If no Record Series applies, consult the [County/Local General Retention Schedule \(GEN\)](#). If no applicable record series is identified, contact IARA at cty@iara.in.gov for assistance.

2) Copy of Record vs. Duplicate

- Copy of Record: The official version that fulfills all legal and retention requirements.
- Duplicate: Other versions that contain the same information that are not used to fulfill all legal and retention requirements.

Unless a Record Series says otherwise, duplicates may be destroyed at any time without permission.

3) Digitizing Records

Records may be digitized under [OCPR Policies 20-01](#), [Policies 20-02](#), and IARA's [Electronic Records Guidelines](#).

After verifying completeness and legibility, the digitized record may be used as the Copy of Record, and the original then is considered a Duplicate.

Destroy the digitized version (now the Copy of Record) only after:

- Meeting the retention period.
- Completing a [Notice of Destruction of County/Local Government Records \(SF 44905\)](#). (Once destroyed, send the completed form to the [County Commission of Public Records](#).)

4) Managing Permanent and Critical Records

It is a best practice to maintain a physical copy of Permanent Records. For Critical Records, it is a best practice to maintain two copies: a physical copy that acts as the Copy of Record and a second copy that can be in any of the following approved formats:

- Physical paper or electronic format.
- Verified microfilm (per 60 IAC 2).
- Verified digitized files (per OCPR Policies and Electronic Records Guidelines).

Unsure if your record is scheduled? Need help?

Contact cty@iara.in.gov or (317) 232-3380.

5) Storage Options for Permanent and Critical Records

A Copy of Record may be stored:

- In the office of origin.
- With a trusted storage provider.
- In approved State/Federal Systems that meet standards and guarantee permanent access.

Store second copy separately to ensure continuity.

6) Managing Unscheduled Records

Before submitting forms for the destruction or transfer of unscheduled records, contact IARA for guidance. Approval is required prior to taking any action on unscheduled records.

7) Electronic Records Assistance

If you have questions about born digital records that are, or for help duplicating records electronically, contact the Electronic Records Program at erecords@iara.in.gov.

8) Litigation Holds

No record may be destroyed or transferred if it is involved in or anticipated to be involved in:

- Litigation, Claims, Audits, Public Information Requests, and/or Administrative Reviews.

Destruction or transfer can only proceed after all related actions are fully resolved.

9) Additional Guidance

- Multiple Record Series: If a record fits multiple Record Series, follow the longest applicable retention period.
- Form Examples: Forms listed in Record Series descriptions are examples, not exhaustive.
- Item Numbers: Used for convenience and may vary in printed copies.
- State Forms: To document destruction or transfer.
 - [State Form 44905](#): To destroy records on a retention schedule.
 - [State Form 30505](#): To destroy unscheduled records or severely damaged records.
 - [State Form 57236](#): To transfer scheduled or unscheduled records to state or county/local entities.

Please refer to the County/Local Records Custodian Handbook for additional information:

<https://www.in.gov/iara/files/handbook-countylocalrecordscustodian.pdf>



TRANSMITTAL OF PROPOSED / APPROVED RECORDS RETENTION AND DISPOSITION SCHEDULE

State Form 39443 (R8 / 9-21)

Agency County/Local Records	Issued by: The Indiana Archives and Records Administration
Division (If left blank, retention schedule applies to entire agency.) County Clerks	Records Management Division 402 West Washington Street, Room W472
Date sent (mm/dd/yyyy) 10/23/2023	Indianapolis, IN 46204 rmd@iara.in.gov

SECTION I

PROPOSED RECORDS RETENTION AND DISPOSITION SCHEDULES

Please have your Appointing Authority (agency head) sign this sheet electronically in the blank provided under Section III, to acknowledge approval of the proposed amendments. Then, return the electronic file to IARA's Records Management Division. You will be sent a copy of the final version of the schedule after it has been approved by the Oversight Committee on Public Records.

SECTION II

GENERAL INFORMATION

An approved Records Retention and Disposition Schedule grants your agency the authority to transfer or destroy records on a continuing basis. Please consult the Records Coordinator and Records Center handbooks for transfer and destruction information, or contact the Indiana Archives or Records Center staff directly for guidance on their specific procedures.

Any questions concerning how to interpret the instructions in your approved retention schedule should be directed to the Records Management Division at rmd@iara.in.gov.

A retention schedule must be current to be effective. The Records Management Division will contact your Agency Records Coordinator for periodic reviews to ensure that both language and content are up to date. If your agency needs to change the schedule between those review periods, just contact the Records Management Division, and a new update project will be initiated immediately.

SECTION III

AGENCY APPROVAL

Agency Head e-signature

SECTION IV

APPROVED RECORDS RETENTION AND DISPOSITION SCHEDULES

The Oversight Committee on Public Records, at its meeting held on 10/25/2023, approved this Records Retention and Disposition Schedule for your agency.

The finalized schedule is enclosed. The Records Coordinator should retain the original and forward copies to agency staff as needed.

Indiana Archives and Records Administration e-signature of final approval

S. Charles Fright



Non-Judicial County Clerk Retention Schedule (CL)

INDIANA ARCHIVES AND RECORDS ADMINISTRATION (IARA) – County/Local Records Management

Approved by the Oversight Committee on Public Records on: 10/25/2023

ITEM #	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
GENERAL OPERATIONS			
1	CL 10-6	OATHS/CERTIFICATES OF PUBLIC OFFICIALS Copy received or created by the office of the County Clerk. Public officials may include, but are not limited to: Auditor, Clerk, Recorder, Treasurer, Sheriff, Surveyor, Assessor, Constables, Small Claims Court, Deputy Clerks of Circuit Court, Local Alcoholic Beverage Commission Appointed Members, Library Board Members.	PERMANENT. See Retention Schedule Instructions for format and transfer options.
2	CL 10-17	BAIL AGENT LICENSE/POWER OF ATTORNEY Retention based on IC 27-10-3.	DESTROY three (3) years after expiration of license.
3	CL 10-18	CASH BOND RECORD	DESTROY six (6) years after bond becomes distributable and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
4	CL 10-20	YEARLY REGISTRY OF ALCOHOLIC BEVERAGE PERMITS Retention based on IC 7.1-2-3-9.1.	DESTROY after the new registry is available for public inspection.
5	CL 11-01	PASSPORT APPLICATION TRANSMITTAL	DESTROY two (2) years after creation. Destruction must meet standards determined by U.S. Department of State.
6	CL 13-01	MARRIAGE RECORDS Includes Application for Marriage License, Record of Marriage, Marriage Index, Marriage Licenses and other related records. Disclosure of these records is subject to IC 5-14-3-4(a)(12) and IC 5-15-6-7(c)(6). THIS IS A CRITICAL RECORD.	PERMANENT and CRITICAL. See Retention Schedule Instructions for format and transfer options.
CHILD SUPPORT			
7	CL 10-21	CHILD SUPPORT DOCKETS Form 45 – Support Docket Form 45L – Support Docket-Loose Leaf	PERMANENT. See Retention Schedule Instructions for format and transfer options.
ISETS Records (Indiana Support Enhanced Tracking System)			
8	CL 10-22	ISETS REPORTS AND EQUIVALENT COUNTY FORMS Records include, but are not limited to: Name and Address notification reports, Agency Disbursement Reports, Daily Balance Reports, Receipt Balance Reports, Disbursement Reports, Check Form, Check Registers, Voided and Reissued Reports (Daily and Monthly), Undistributed Receipt Reports, Reconciliation Reports, Cleared Checks, Accounts Receivable Recoupments, Clerk's Support Bank Reconciliation, Outstanding Check Reports, Tape Reconciliation of Checks, Trial Balance Report, other WEAAD reports, and other supporting documents as determined by the Indiana Department of Child Services.	DESTROY after three (3) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.



Non-Judicial County Clerk Retention Schedule (CL)

INDIANA ARCHIVES AND RECORDS ADMINISTRATION (IARA) – County/Local Records Management

ITEM #	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
TRUST REGISTERS AND DISBURSEMENT RECORDS			
09	CL 10-28	REGISTERS OF FEES AND FUNDS HELD IN TRUST Entries, issue dockets, cash and fee books of funds held in trust. Per Administrative Rule 7, 85-1.1, records dated prior to 1913 may be destroyed, and post-1913 records are PERMANENT.	DESTROY records dated prior to 1913 when located/discovered. MAINTAIN post-1913 records PERMANENTLY. See Retention Schedule Instructions for format and transfer options.
ELECTION RECORDS			
10	CL 10-30	BALLOT ADMINISTRATION RECORDS Records may include but are not limited to: absentee ballot applications, ballot envelopes, tally sheets, provisional ballot forms and affidavits, provisional ballot envelopes, forms used during the election, tally tapes and Voter Verifiable Paper Audit Trail Records. Retention based on IC 3-10-1-31.1 and IC 3-12-4-13.	DESTROY twenty-two (22) months after the election for which the records were produced.
11	CL 23-01	VOTED BALLOTS Ballots (absentee, election day, and provisional) that have been returned by a voter. Disclosure of these records may be affected by IC 3-10-1-31.1.	DESTROY twenty-two (22) months after the election for which the records were produced OR TRANSFER to a state educational institution.
12	CL 10-31	UNUSED BALLOTS Retention based on IC 3-6-5-13 (c)	Retain one copy of the regular ballot for each township and one provisional ballot for each precinct for inclusion in the County Election Board minutes. DESTROY remaining ballots after filing deadline for recount petition.
13	CL 23-02	ELECTION ADMINISTRATION RECORDS Records may include but are not limited to: candidate documents, computer programs used to tabulate votes, poll lists, precinct oath books, documentation of delivery and return of voting equipment, and any additional chain of custody records for voting systems and electronic poll books. Records may exist in paper or electronic format.	DESTROY twenty-two (22) months after the election for which the records were produced.
14	CL 23-03	ELECTION RESULTS Records may include but are not limited to both individual precinct results and the canvass of all votes cast in the county (summary results).	TRANSFER one copy of all election results to County Election Board Minutes under Record Series GEN 10-01 on the County/Local General Retention Schedule.
15	CL 10-32	VOTER DECLINATION RECORDS Records of persons who have formally declined to register to vote. Disclosure of this record may be affected by, and retention is based on IC 3-7-27-6 (b) and 52 USCS § 20507.	DESTROY two (2) years after the date of the next general election.



Non-Judicial County Clerk Retention Schedule (CL)

INDIANA ARCHIVES AND RECORDS ADMINISTRATION (IARA) – County/Local Records Management

ITEM #	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
16	CL 23-04	<p>VOTER REGISTRATION RECORDS - APPLICATIONS AND FORMS AMENDING REGISTRATION RECORD</p> <p>A voter's paper registration record associated with the address at which the voter is registered to vote. Retention based on IC 3-10-1-31.1(f).</p>	<p>DESTROY after all three of the following conditions have been met:</p> <p>1) The voter's registration at the residence address in the voter's registration application has been cancelled; and</p> <p>2) The general election immediately following the cancellation of the voter's registration under subdivision (1) has occurred; and</p> <p>3) Twenty-four (24) months have elapsed following the general election described in #2.</p>
17	CL 23-05	<p>VOTER LIST MAINTENANCE RECORDS</p> <p>Records used to keep the voter registration roll accurate and current, with the exception of voter registration and voter declination records, which are covered under RS CL 23-04 and CL 10-32, respectively.</p>	<p>DESTROY two (2) years after the date of the next general election.</p>
18	CL 10-33	<p>CAMPAIGN FINANCE RECORDS – GENERAL</p> <p>Retention based on IC 3-9-4-6(a).</p>	<p>DESTROY four (4) years from December 1 following the election to which they pertain.</p>
19	CL 10-34	<p>CAMPAIGN FINANCE RECORDS – JUDICIAL</p> <p>Retention based on IC 3-9-4-6(b).</p>	<p>DESTROY six (6) years from December 1 following the election to which they pertain.</p>



Non-Judicial County Clerk Retention Schedule (CL)

INDIANA ARCHIVES AND RECORDS ADMINISTRATION (IARA) – County/Local Records Management

Record Series Update Overview

THIS PAGE IS NOT A RECORDS RETENTION SCHEDULE – it is only an overview of the updates that were made to the County Clerks Retention Schedule in October 2023.

No background: This Record Series contains updates.

Light Gray background: This Record Series is being deactivated.

Dark Gray background: This is a brand new item.

IF YOU USED TO USE RECORD SERIES...	NOW YOU SHOULD USE RECORD SERIES...
CL 10-1	Nothing; this function no longer exists. If you find records that apply, hold until 5 years old, verify that the office has been audited since the record was created, then destroy using this RS number.
CL 10-2	Nothing; this function no longer exists. If you find records that apply, hold until 1 year old, then destroy using this RS number.
CL 10-3	Nothing; this function no longer exists. If you find records that apply, transfer to the State Archives using this RS number.
CL 10-6	CL 10-6 (But language has been updated.)
CL 10-7	Nothing; these are nonrecord materials that can be destroyed at any time.
CL 10-8	Nothing; these are nonrecord materials that can be destroyed at any time.
CL 10-9	Nothing; these are nonrecord materials that can be destroyed at any time.
CL 10-10	Nothing; these are nonrecord materials that can be destroyed at any time.
CL 10-11	Courts Retention Schedule
CL 10-12	Courts Retention Schedule
CL 10-13	Courts Retention Schedule
CL 10-14	Nothing; these are nonrecord materials that can be destroyed at any time.
CL 10-15	Courts Retention Schedule
CL 10-16	Nothing; these are nonrecord materials that can be destroyed at any time.
CL 10-17	CL 10-17 (But language has been updated.)
CL 10-18	CL 10-18 (But language has been updated.)
CL 10-19	Nothing; these are nonrecord materials that can be destroyed at any time.
CL 10-21	CL 10-21 (But language has been updated.)
CL 10-22	CL 10-22 (But language has been updated.)
CL 10-23	CL 10-22
CL 10-24	CL 10-22
CL 10-25	CL 10-22
CL 10-26	CL 10-28
CL 10-27	CL 10-28
CL 10-28	CL 10-28 (But language has been updated.)
CL 10-29	GEN 10-10
CL 10-30	CL 10-30 (But language has been updated.)
CL 10-31	CL 10-31 (But language has been updated.)
CL 10-32	CL 10-32 (But language has been updated.)
CL 10-33	CL 10-33 (But language has been updated.)
CL 10-34	CL 10-34 (But language has been updated.)
CL 13-01	CL 13-01 (But language has been updated.)



Non-Judicial County Clerk Retention Schedule (CL)

INDIANA ARCHIVES AND RECORDS ADMINISTRATION (IARA) – County/Local Records Management

NEW RECORD SERIES	CREATED FOR...
CL 23-01	Voted Ballots
CL 23-02	Election Administration Records
CL 23-03	Election Results
CL 23-04	Voter Registration Records - Applications and Forms Amending Registration Record
CL 23-05	Voter List Maintenance Records

SUMMARY

Amended: CL 10-6, CL 10-17, CL 10-18, CL 10-21, CL 10-22, CL 10-28, CL 10-30, CL 10-31, CL 10-32, CL 10-33, CL 10-34, CL 13-01

Deactivated: CL 10-1, CL 10-2, CL 10-3, CL 10-7, CL 10-8, CL 10-9, CL 10-10, CL 10-11, CL 10-12, CL 10-13, CL 10-14, CL 10-15, CL 10-16, CL 10-19, CL 10-23, CL 10-24, CL 10-25, CL 10-26, CL 10-27, CL 10-29

Brand New: CL 23-01, CL 23-02, CL 23-03, CL 23-04, CL 23-05

Please note changes to the cover, aka "Retention Schedule Instructions," as well. The phrase "See Retention Schedule Instructions for format and transfer options" in the retention schedule refers to the instructions on the cover page.

If you have questions about this overview or about the County/Local Clerks Retention Schedule, please contact IARA's County Records Management section at 317-232-3380 or cty@iara.in.gov.