



County Coroner Retention Schedule (CO)  
Indiana Commission on Public Records – County Records Management

DATE APPROVED BY THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS:  January 21, 2015	DIRECTOR/STATE ARCHIVIST, INDIANA COMMISSION ON PUBLIC RECORDS  <i>SIGNATURE</i>
<p><b>Instructions:</b></p> <ol style="list-style-type: none"><li><b>1. Officials should first reference this office-specific retention schedule.</b> If the form/record series you're looking for is not listed, refer to the County/Local General Retention Schedule (GEN).</li><li>Nonpermanent records listed on this retention schedule may be destroyed, in accordance with the form's instructions, thirty (30) days after completion and submission of a <a href="#">Notice of Destruction, State Form 44905</a>. The notice must be sent to the secretary of the county commission of public records as determined by IC 5-15-6-1(c) (county clerk or recorder) and to the Indiana Commission on Public Records, <a href="mailto:cty@icpr.IN.gov">cty@icpr.IN.gov</a>, 402 West Washington Street W472, Indianapolis, IN 46204.</li><li>All permanent records or records <b>not listed</b> on these approved retention schedules can be destroyed or transferred only by completing a <a href="#">Request for Permission to Destroy or Transfer Certain Public Records (PR-1), State Form 30505</a>, and by obtaining approval of the County Commission of Public Records and written approval from the Indiana Commission on Public Records.</li><li>Destruction of all records must be delayed pursuant to an applicable legal hold.</li></ol> <p><b>GUIDELINES:</b></p> <p>Permanent records may be maintained either in the original format or on microfilm that meets standards outlined in 60 IAC 2 or Administrative Rule 6 (Court Records).</p> <p>Microfilmed records may be deposited or transferred according to the retention period outlined for that record.</p> <p>Security/original rolls of microfilm must be stored offsite in a secure location. Duplicate rolls may be used in office.</p> <p>Electronic records and computer printouts that include data from more than one (1) form must be retained for the longest retention period for all included forms.</p> <p>Any STATE BOARD OF ACCOUNTS forms approved for use in lieu of prescribed forms are subject to the same retention requirements.</p>	

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RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
CO 10-1	<p>CORONER'S VERDICT AND WRITTEN REPORT</p> <p>IC 36-2-14-10(a)</p>	<p>PERMANENT. May microfilm according to 60 IAC 2 standards. Original may be retained in office or transferred to the Indiana State Archives pursuant to IC 5-15-6-6 at such time as original record no longer has official value but has historical value. If microfilmed, original may be destroyed upon receipt of written approval from the county commission of public records and Indiana Commission on Public Records.</p>
CO 10-2	<p>MEDIA RELEASE</p>	<p>DESTROY after one (1) calendar year.</p>
CO 10-3	<p>CORONER'S REPORT</p> <p>Identification of deceased, time and date of death, officers and officials present.</p> <p>IC 36-2-14-18(a)</p>	<p>PERMANENT. May microfilm according to 60 IAC 2 standards. Original may be retained in office or transferred to the Indiana State Archives pursuant to IC 5-15-6-6 at such time as original record no longer has official value but has historical value. If microfilmed, original may be destroyed upon receipt of written approval from the county commission of public records and Indiana Commission on Public Records.</p>
CO 10-4	<p>CORONER'S AUTOPSY REPORT</p> <p>Written document of complete autopsy and finding of Pathologist. Produced by Pathologist. Includes autopsy photos.</p> <p>Full autopsy report non-disclosable at discretion of agency, if applicable (when Coroner has investigated a crime).</p> <p>Autopsy: 1. Photos; 2. Video recordings; and 3. Audio are CONFIDENTIAL under IC 5-14-3-4(a)(11); IC 36-2-14-10(b).</p> <p>Any health records obtained under IC 36-2-14-21 are CONFIDENTIAL. IC 36-2-14-21(d)</p>	<p>PERMANENT. May microfilm according to 60 IAC 2 standards. Original may be retained in office or transferred to the Indiana State Archives pursuant to IC 5-15-6-6 at such time as original record no longer has official value but has historical value. If microfilmed, original may be destroyed upon receipt of written approval from the county commission of public records and Indiana Commission on Public Records.</p>
CO 10-5	<p>SCENE PHOTOS</p> <p>Non-disclosable at discretion of agency, if applicable (when Coroner has investigated a crime) under IC 5-14-3-4(b)(1)</p>	<p>PERMANENT. May microfilm according to 60 IAC 2 standards. Original may be retained in office or transferred to the Indiana State Archives pursuant to IC 5-15-6-6 at such time as original record no longer has official value but has historical value. If microfilmed, original may be destroyed upon receipt of written approval from the county commission of public records and Indiana Commission on Public Records.</p>
CO 10-6	<p>TOXICOLOGY REPORT</p> <p>Non-disclosable at discretion of agency, if applicable (when Coroner has investigated a crime) under IC 5-14-3-4(b)(1)</p>	<p>PERMANENT. May microfilm according to 60 IAC 2 standards. Original may be retained in office or transferred to the Indiana State Archives pursuant to IC 5-15-6-6 at such time as original record no longer has official value but has historical value. If microfilmed, original may be destroyed upon receipt of written approval from the county commission of public records and Indiana Commission on Public Records.</p>

Adopted January 21, 2015 by the Oversight Committee on Public Records

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CO 10-7	<p>EVIDENCE GENERATED BY CORONER'S OFFICE</p> <p>DNA Stain Card, Suicide Notes                      Non-disclosable at discretion of agency, if applicable (when Coroner has investigated a crime) under IC 5-14-3-4(b)(1)</p>	DESTROY after 100 Years.
CO 10-8	<p>INVESTIGATIVE REPORT (Investigation Notes)</p> <p>Non-disclosable at discretion of agency under IC 5-14-3-4(b)(1).</p>	<p>PERMANENT. May microfilm according to 60 IAC 2 standards. Original may be retained in office or transferred to the Indiana State Archives pursuant to IC 5-15-6-6 at such time as original record no longer has official value but has historical value. If microfilmed, original may be destroyed upon receipt of written approval from the county commission of public records and Indiana Commission on Public Records.</p>
CO 10-9	CORONER'S RELEASE FOR CREMATION	<p>PERMANENT. May microfilm according to 60 IAC 2 standards. Original may be retained in office or transferred to the Indiana State Archives pursuant to IC 5-15-6-6 at such time as original record no longer has official value but has historical value. If microfilmed, original may be destroyed upon receipt of written approval from the county commission of public records and Indiana Commission on Public Records.</p>
CO 10-10	<p>CHAIN OF CUSTODY AND PROPERTY RELEASE FORM</p> <p>Non-disclosable at discretion of agency under IC 5-14-3-4(b)(1) if applicable (when Coroner has investigated a crime)</p>	<p>PERMANENT. May microfilm according to 60 IAC 2 standards. Original may be retained in office or transferred to the Indiana State Archives pursuant to IC 5-15-6-6 at such time as original record no longer has official value but has historical value. If microfilmed, original may be destroyed upon receipt of written approval from the county commission of public records and Indiana Commission on Public Records.</p>
CO 10-11	CLOTHING AND PERSONAL PROPERTY FORM	DESTROY after ten (10) years.