

# 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](mailto: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](mailto: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](mailto: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 Records Management Division 402 West Washington Street, Room W472 Indianapolis, IN 46204 cty@iara.in.gov
Division (If left blank, retention schedule applies to entire agency.) Local Health Departments	
Date sent (mm/dd/yyyy) 05/17/2023	

## 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 [cty@iara.in.gov](mailto:cty@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  
[N/A; general schedule]

## SECTION IV

### APPROVED RECORDS RETENTION AND DISPOSITION SCHEDULES

The Oversight Committee on Public Records, at its meeting held on 5/24/2023, 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 Lighty*



## Local Health Departments Retention Schedule (HD)

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

ITEM #	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
<b>All Offices and Departments</b>			
1	HD 23-01	<b>PATIENT-SPECIFIC MEDICAL INFORMATION</b> Any patient-specific records created by a Local Health Department that are not specifically addressed by another county/local record series with an equal or longer retention period. Disclosure of these records may be affected by IC 16-41-8-1.	DESTROY seven (7) years after creation of record.
<b>Nursing</b>			
2	HD 23-02	<b>VACCINATION SCHEDULING INFORMATION</b> Disclosure of these records may be affected by IC 16-41-8-1.	DESTROY/DELETE three (3) years after creation of record.
3	HD 23-03	<b>IMMUNIZATION/VACCINATION INFORMATION</b> Specific information from local health departments is entered into the Indiana Department of Health's Children and Hoosier Immunization Registry Program (CHIRP) database. Additional information collected remains only at the local level. Disclosure of these records may be affected by IC 16-41-8-1.	DESTROY records entered into CHIRP seven (7) years after entry; DESTROY all other records ten (10) years after creation of record.
4	HD 23-04	<b>ANIMAL BITE INVESTIGATION, REPORTS, AND TREATMENT</b> Disclosure of these records may be affected by IC 16-41-8-1.	DESTROY seven (7) years after creation of record.
<b>Communicable Disease and Elevated Blood Lead Levels</b>			
5	HD 23-05	<b>COMMUNICABLE DISEASE AND ELEVATED BLOOD LEAD LEVEL INVESTIGATION AND TREATMENT RECORDS</b> Investigations, reports, and patient medical records on cases of people with communicable diseases including food-borne illnesses, or elevated blood lead levels. Reports are maintained at the local level and also entered into the federal NBS database. Disclosure of these records may be affected by IC 16-41-8-1.	DESTROY seven (7) years after creation of record.
6	HD 23-06	<b>COMMUNICABLE DISEASE AND ELEVATED BLOOD LEAD LEVEL PREVENTION, SCREENING, AND COMPLIANCE RECORDS</b> Clinic records, health directives, screening programs, compliance statements, and other disease or elevated blood lead level prevention records that are not related to a specific investigation. Disclosure of these records may be affected by IC 16-41-8-1.	DESTROY seven (7) years after creation of record.
<b>Environmental Safety</b>			
7	HD 23-07	<b>VECTOR CONTROL</b> Reports, daily logs, and location records on mosquito spraying and other insect and pest control activities.	DESTROY three (3) years after date of activity.
8	HD 23-08	<b>PUBLIC POOL PERMITTING RECORDS</b> Permit applications and pre-opening testing as well as weekly water sample results, bacteria samples, and other test results, inspections, and investigations. Retention based on IC 34-11-2-6.	DESTROY six (6) years after creation of record and after receipt of State Board of Accounts Audit Report and satisfaction of unsettled charges.
9	HD 23-09	<b>FOOD SERVICE PERMITTING RECORDS</b> Applications for annual and temporary food service permits, including plan review and inspection documents for ongoing establishments, as well as complaints and investigations of same. Retention based on IC 34-11-2-6.	DESTROY six (6) years after creation of record and after receipt of State Board of Accounts Audit Report and satisfaction of unsettled charges.



## Local Health Departments Retention Schedule (HD)

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ITEM #	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
10	HD 23-10	<b>PERSONAL SERVICE ESTABLISHMENT AND TECHNICIAN/ARTIST PERMITTING RECORDS</b>  Includes permit applications for tattoo, body-piercing, massage and other personal services, inspection, complaint, and investigation records for both establishments and individual technicians/artists. Retention based on IC 34-11-2-6.	DESTROY six (6) years after creation of establishment record or non-renewal of technician/artist permit, and after receipt of State Board of Accounts Audit Report and satisfaction of unsettled charges.
11	HD 23-11	<b>PROPERTY-BASED ENVIRONMENTAL PERMIT FILES</b>  Records may include, but are not limited to: permit applications, inspections, and related/supporting documents for septic systems, cluster systems, water-supply wells, and other systems, locations and property features containing potential environmental safety issues.	PERMANENT. See Retention Schedule Instructions for microfilming and transfer options.
12	HD 23-12	<b>PROPERTY-BASED COMPLAINT, INVESTIGATION, AND COMPLIANCE FILES</b>  Complaint and follow-up investigation records, including enforcement orders and compliance verification activities for environmental violations including, but not limited to sewage control, water purity, inappropriate burning, trash, pests, lead, mold, illegal drug manufacturing, and insufficient disease-control measures. Any individual case records arising from a communicable disease complaint or investigation should be managed under Record Series HD 23-05.	DESTROY five (5) after investigation is closed, or when records are no longer useful for agency reference purposes, whichever is later.
<b>Vital Records</b>			
13	HD 23-13	<b>HOME BIRTH PACKET</b>  Otherwise known as the Certificate of Live Birth Packet, this is a worksheet submitting information that is used to record non-hospital births.  Note: Hospital births and death certificate information are entered directly into a statewide database owned by the Indiana Department of Health, and thus not covered on this retention schedule.  Disclosure of these records may be affected by IC 16-37-1-10. Retention based on IC 16-37-2-9.	PERMANENT. See Retention Schedule Instructions for microfilming and transfer options.
14	HD 23-14	<b>BIRTH-RELATED AFFIDAVITS AND AMENDMENTS</b>  Affidavits and court orders for amendment including, but not limited to: Court Order Determining Parentage, Birth Notifications, Paternity Affidavits, Reports of Legal Change of Name, Record of Adoption, Affidavits Requesting Amendment, and any supporting documents.  Disclosure of these records may be affected by IC 16-37-1-10. Retention based on IC 16-37-2-9.	PERMANENT. See Retention Schedule Instructions for microfilming and transfer options.
15	HD 23-15	<b>VITAL RECORDS REQUEST DATA</b>  Requests or applications for access to, or copies of, vital records such as birth and death certificates and supporting documents. Disclosure of these records may be affected by IC 16-37-1-10. Retention based on IC 16-37-1-7.	PERMANENT. See Retention Schedule Instructions for microfilming and transfer options.
16	HD 23-16	<b>BURIAL TRANSIT PERMIT</b>  Provisional Notification of Death form or substitutes that contain the same information.	PERMANENT. See Retention Schedule Instructions for microfilming and transfer options.



## Local Health Departments Retention Schedule (HD)

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ITEM #	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
17	HD 23-17	<b>PRE-1907 BIRTH RECORDS</b> Records of birth filed with the local health department prior to October 1907 in the county where the birth occurred. THIS IS A CRITICAL RECORD.	PERMANENT and CRITICAL. See Retention Schedule Instructions for microfilming and transfer options.
18	HD 23-18	<b>PRE-1900 DEATH RECORDS</b> Records of deaths filed with the local health department prior to 1900 in the county where the death occurred. THIS IS A CRITICAL RECORD.	PERMANENT and CRITICAL. See Retention Schedule Instructions for microfilming and transfer options.