



County Recorder Retention Schedule (RE)
Indiana Archives and Records Administration – County Records Management

DATE APPROVED BY THE OVERSIGHT COMMITTEE ON
PUBLIC RECORDS:
07/24/2019

DIRECTOR, INDIANA ARCHIVES AND RECORDS ADMINISTRATION

SIGNATURE **S. Chandler
Lighty** Digitally signed by S.
Chandler Lighty
Date: 2019.07.24
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Instructions:

1. **Officials should first reference this office-specific retention schedule.** If the form/record series you're looking for is not listed, refer to the County/Local General Retention Schedule (GEN).
2. 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 [Notice of Destruction, State Form 44905](#). 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 Archives and Records Administration, cty@iara.IN.gov, 402 West Washington Street W472, Indianapolis, IN 46204.
3. All permanent records or records **not listed** on these approved retention schedules can be destroyed or transferred only by completing a [Request for Permission to Destroy or Transfer Certain Public Records \(PR-1\), State Form 30505](#), and by obtaining approval of the County Commission of Public Records and written approval from the Indiana Archives and Records Administration.
4. Destruction of all records must be delayed pursuant to an applicable legal hold.

GUIDELINES:

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).

Microfilmed records may be deposited or transferred according to the retention period outlined for that record.

Security/original rolls of microfilm must be stored offsite in a secure location. Duplicate rolls may be used in office.

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.

Any STATE BOARD OF ACCOUNTS forms approved for use in lieu of prescribed forms are subject to the same retention requirements.

COUNTY RECORDERS RETENTION SCHEDULE

RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
ENTRY OF INSTRUMENTS FOR RECORDING		
RE 10-1	ENTRY BOOK [IC 32-21-2-10] THIS IS A CRITICAL RECORD.	PERMANENT. DO NOT LAMINATE. 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 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 Archives and Records Administration.
RE 10-2	ORIGINAL INSTRUMENTS NOT RETURNED TO THE PUBLIC These may include leases, wills and testaments, bills of sale, powers of attorney, articles of incorporation, deeds, mortgages, chattel mortgages, and other instruments. THIS IS A CRITICAL RECORD.	PERMANENT. DO NOT LAMINATE. 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 record no longer has official value but has historical value.
LAND TRANSFERS		
RE 10-3	ORIGINAL/OFFICIAL DEED RECORD & INDEX TO ORIGINAL/INDEX TO OFFICIAL DEED RECORD [IC 32-21-4-1]; [IC 32-21-2-6] Official is original or copy of original deed record. THIS IS A CRITICAL RECORD.	PERMANENT. DO NOT LAMINATE. 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 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 Archives and Records Administration.
RE 10-4	CEMETERY DEED RECORD [IC 14-21-3-1] THIS IS A CRITICAL RECORD.	PERMANENT. DO NOT LAMINATE. 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 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 Archives and Records Administration.
RE 10-5	SHERIFF'S DEED RECORD [IC 36-2-11-8] THIS IS A CRITICAL RECORD.	PERMANENT. DO NOT LAMINATE. 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 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 Archives and Records Administration.
RE 10-6	TAX [SALE] DEED RECORD [IC 36-2-11-8] THIS IS A CRITICAL RECORD.	PERMANENT. DO NOT LAMINATE. 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 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 Archives and Records Administration.
RE 10-7	QUIET TITLE RECORD/INDEX TO QUIET TITLE RECORD [IC 32-30-3-17] THIS IS A CRITICAL RECORD.	PERMANENT. DO NOT LAMINATE. 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 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 Archives and Records Administration.

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RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
RE 10-8	TRACT BOOK This is an abstract to land grants made by the federal government, showing dates of grant and filings; location and description of tract; and name, age, and nationality of patentee; also known as Letters Patent Land and Lists of Land Entries. THIS IS A CRITICAL RECORD.	PERMANENT. DO NOT LAMINATE. 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 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 Archives and Records Administration.
RE 10-9	PLAT BOOK/PLAT BOOK GENERAL INDEX/PLATS [IC 36-7-3-3] THIS IS A CRITICAL RECORD.	PERMANENT. DO NOT LAMINATE. 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 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 Archives and Records Administration.
RE 10-10	INDEX OF NOTICES OF CLAIM TO REAL PROPERTY [IC 32-20-4-2]	DESTROY fifty-five (55) years after satisfaction of lien.
RE 10-11	DORMANT MINERAL INTEREST RECORD [IC 32-23-10-7] THIS IS A CRITICAL RECORD.	PERMANENT. DO NOT LAMINATE. 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 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 Archives and Records Administration.
MORTGAGE TRANSACTIONS		
RE 10-12	ORIGINAL/OFFICIAL MORTGAGE RECORD & INDEX TO ORIGINAL/INDEX TO OFFICIAL MORTGAGE RECORD [IC 36-2-11-8] THIS IS A CRITICAL RECORD.	PERMANENT. DO NOT LAMINATE. 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 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 Archives and Records Administration.
RE 10-13	SCHOOL FUND MORTGAGE RECORD [IC 36-2-11-8] THIS IS A CRITICAL RECORD.	PERMANENT. DO NOT LAMINATE. 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 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 Archives and Records Administration.
RE 10-14	RELEASE OF MORTGAGE RECORD [IC 32-29-6-9] THIS IS A CRITICAL RECORD.	PERMANENT. DO NOT LAMINATE. 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 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 Archives and Records Administration.

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LIENS		
RE 10-15	MECHANIC'S LIEN RECORD/INDEX TO MECHANIC'S LIEN RECORD [IC 32-28-3]	PERMANENT. DO NOT LAMINATE. 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 Archives and Records Administration.
RE 10-16	NOTICE OF FEDERAL TAX LIEN Form 668 (Y) (c) 1993.	DESTROY after ten (10) calendar years.
OLD AGE ASSISTANCE		
RE 10-17	ABSTRACT OF OLD-AGE CERTIFICATES -- LEDGER [IC 12-14-13-5 (3); 1936-1945 and 1947-present]	PERMANENT. DO NOT LAMINATE. 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 Archives and Records Administration.
RE 10-18	CERTIFICATE FOR SUPPLEMENTAL ASSISTANCE TO AGED PERSONS [IC 12-14-13-5 (3)]	DESTROY twenty-five (25) years after satisfaction of lien.
MILITARY RECORDS		
RE 10-19	ARMED FORCES DISCHARGE RECORD (DD214) [IC 10-17-2-1] These records include any military discharge record 1864 to present. THIS IS A CRITICAL RECORD.	PERMANENT. DO NOT LAMINATE. 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 record no longer has official value but has historical value.
BUSINESS ASSOCIATIONS		
RE 10-20	ARTICLES OF ASSOCIATION AND INCORPORATION RECORD [IC 23-1-38-6] THIS IS A CRITICAL RECORD.	PERMANENT. DO NOT LAMINATE. 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 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 Archives and Records Administration.
RE 10-21	INCREASE AND DECREASE OF CAPITAL STOCK These are the original filings of papers pertaining to increase and decrease of capital stock of companies.	PERMANENT. DO NOT LAMINATE. 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 Archives and Records Administration.
RE 10-22	RESOLUTIONS OF CORPORATIONS AND ASSOCIATIONS These are the original filings of resolutions made by corporations and associations regarding business agreements. THIS IS A CRITICAL RECORD.	PERMANENT. DO NOT LAMINATE. 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 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 Archives and Records Administration.

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RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
RE 10-23	<p>REVOCATIONS</p> <p>These are the original filings of certificates issued by Secretary of State and filed with Recorder, revoking the business privileges of various incorporated firms.</p> <p>THIS IS A CRITICAL RECORD.</p>	<p>PERMANENT. DO NOT LAMINATE. 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 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 Archives and Records Administration.</p>
RE 10-24	<p>CO-PARTNERSHIP RECORD / PARTNERSHIP AGREEMENTS</p> <p>[IC 23-15-1-1]</p> <p>THIS IS A CRITICAL RECORD.</p>	<p>PERMANENT. DO NOT LAMINATE. 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 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 Archives and Records Administration.</p>
MISCELLANEOUS INSTRUMENTS		
RE 10-25	<p>MISCELLANEOUS RECORD</p> <p>These include transcripts of miscellaneous instruments such as affidavits, wills, agreements, articles of association and incorporation, amended articles, bills of sale, certificates, contracts, liens, dissolutions, inventions, leases, powers of attorney, and resolutions. [IC 36-2-11-8]</p> <p>THIS IS A CRITICAL RECORD.</p>	<p>PERMANENT. DO NOT LAMINATE. 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 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 Archives and Records Administration.</p>
RE 10-26	<p>REGISTER OF FARM NAMES</p> <p>[IC 36-2-11-17]</p> <p>THIS IS A CRITICAL RECORD.</p>	<p>PERMANENT. DO NOT LAMINATE. 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 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 Archives and Records Administration.</p>
RE 10-27	<p>FENCE MARKS RECORD</p> <p>[IC 32-26-7-1]</p> <p>THIS IS A CRITICAL RECORD.</p>	<p>PERMANENT. DO NOT LAMINATE. 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 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 Archives and Records Administration.</p>
RE 10-28	<p>OFFICIAL BOND REGISTER</p> <p>[IC 5-4-1-5.1]</p> <p>THIS IS A CRITICAL RECORD.</p>	<p>PERMANENT. DO NOT LAMINATE. 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 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 Archives and Records Administration.</p>
RE 10-29	<p>OFFICIAL BONDS</p> <p>This series includes official bond, computer index, and paper index.</p>	<p>DESTROY after ten (10) calendar years.</p>

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RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
UNIFORM COMMERCIAL CODE		
RE 10-30	UNIFORM COMMERCIAL CODE INFORMATION REQUESTS UCC FORM 11	DESTROY six (6) calendar years after lapse or termination.
RE 10-31	UNIFORM COMMERCIAL CODE FINANCING STATEMENT FILES Alpha files. [IC 26-1-9.1-501 (d)]	DESTROY six (6) calendar years after lapse or termination.
RE 10-32	UNIFORM COMMERCIAL CODE FINANCING STATEMENT INDEX Numerical file. [IC 26-1-9.1-502]	DESTROY six (6) calendar years after lapse or termination.
RE 10-33	UNIFORM COMMERCIAL CODE TERMINATION FILE [IC 26-1-501 (i) (1)]	DESTROY six (6) calendar years after lapse or termination.
RE 10-34	RECORD OF INSTRUMENTS COPIED OR PROOFED County Form 138.	DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
OFFICE ADMINISTRATION		
RE 10-35	FEE AND CASH BOOK	DESTROY after six (6) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
RE 10-36	MONTHLY MORTGAGE RELEASE REPORT TO COUNTY AUDITOR [IC 36-2-11-24]	DESTROY after five (5) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
RE 10-37	PICK-UP CARDS [PLATS] Form 26-5-1 [IC 36-7-3-3]	DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
RE 10-38	STATISTICS BOOK These may include any or all of the following: monthly totals, front counter annual totals, UCC annual totals, copy department annual statistics, CD revenue, general fund revenue.	DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
RE 10-39	LOGS These may include any or all of the following: express and postal mail; plats/survey sheet and change of custody form; re-scan listing, correction, and tracking sheet; receipts list, pick-up and mail-out book, township and surveyor pick-up list; CD and microfilm pick-up sheet.	DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
RE 10-40	INVOICES AND PACKING LISTS	DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.