

Indiana Archives and Records Administration

How to Use a PR-1/SF 30505 Form

Version 1.0

Published February 2022

How do I determine the need to fill out a PR-1/SF 30505 form for a record?

Have you reviewed your office-specific retention schedule for the record? Do you know if your agency has one?

The Office-specific County/Local retention schedules list all of the record series that belong to a general function of county or local government, rather than any specific county, city, or other political subdivision. So, the County Clerks retention schedule applies to all County Clerks in Indiana; the Public Libraries retention schedule applies to all public libraries, and so on.

Office-specific retention schedules can be found here: <https://www.in.gov/iara/divisions/records-management/countylocal-records-management/countylocal-retention-schedules/>

Not all County/Local government agencies have office-specific retention schedules.

If your agency doesn't have one, you should look at the County/Local General (GEN) retention schedule. There are also potentially other office-specific retention schedules you can use but talk to IARA about that first.

Have you reviewed the County/Local General (GEN) retention schedule?

The County/Local General Retention Schedule contains broad and common record series that can apply to *all* units of county or local government. Those record series should only be used if there isn't an applicable record series on your office-specific retention schedule. Check your own office-specific retention schedule first, then the GEN schedule.

The GEN schedule can be found at the top of each section: <https://www.in.gov/iara/divisions/records-management/countylocal-records-management/countylocal-retention-schedules/>

You can't find the record on your office-specific or the GEN schedule. Have you reached out to IARA's County/Local Records Management section for guidance?

IARA will help you determine if there actually is a record series which applies to your records (which often happens), or not, in which case they qualify as "nonscheduled."

Please send any information and description you have about the records in question to IARA's County/Local Records Management section via email to cty@iara.in.gov, including photographs or examples. If the record is historical, send along any additional contextual information you can provide.

Order of identifying records:

Office-specific retention schedule → County/Local General Schedule → Contact IARA for help.

You've determined that you have a nonscheduled record; what's next?

If you would like to destroy or transfer the nonscheduled record, you fill out the PR-1/SF 30505 form found here: <https://www.in.gov/iara/services-for-government/iara-forms/>

What is a PR-1/SF 30505 form?

The PR-1/SF 30505 form is officially titled, "Request For Exception to County/Local Retention Schedule or Permission to Dispose of Nonscheduled County/Local Public Records." Also known as a "PR-1" for short, this form can be used for the destruction or transfer of nonscheduled records by a County/Local government agency.

Nonscheduled records have three possible dispositions:

1. **Destroying them** – the most common situation.
2. **Transferring them to the Indiana Archives** – County/Local Records Management will let you know if you should do this.
3. **Transferring them to a local historical entity**, such as a county archive, local library, or historical society.

If the records contain confidential information, they may be transferred as-is to the Indiana Archives (at their discretion), but if transferring to a local historical entity, that confidential information must be removed and destroyed before the transfer. If all the records are confidential, then transferring to a local historical entity is not an option.

Nonscheduled records which IARA's County/Local Records Management section has told you are PERMANENT may be transferred to a historical entity only with the specific permission of the Indiana Archives (at their discretion).

Filling out the PR-1/SF 30505 form

Before filling out the form, make sure you have the most updated version of the PR-1 form found here: <https://www.in.gov/iara/services-for-government/iara-forms/>

Always confirm with IARA's County/Local Records Management section that it's necessary before you start filling out a PR-1. It's not for records whose record series you need help identifying, only for those that you know for sure are not covered by a retention schedule.

1. Fill out **all** the information on Page 1 of the PR-1/SF 30505.
 - a. Under "Type of request," check "Destroy unscheduled records" unless the Indiana Archives or a local historical entity has already requested them, in which case you can check the appropriate "Transfer unscheduled records to..." box instead.
 - b. In the "Name or description of records" box, describe the records you want to destroy or transfer. There will only be a record series number to include if you are requesting a transfer of scheduled records.

- c. The PR-1 may also be used to ask for an exception to the listed retention for records that are covered on an existing retention schedule. If requesting to transfer scheduled records to a historical entity instead of destroying them, the date span of the records must show that they are all eligible for destruction under their existing record series.
2. Send **both pages** of the form to the Secretary of your County Commission of Public Records.
 - a. If you don't know who that is, it's either your County Clerk or your County Recorder; you can contact their office(s) to confirm.
 - b. If you *are* the Secretary for your County Commission, this document only addresses what you need to do as the custodian/originating office of the records. See the County/Local Records Custodian Handbook for a description of the Secretary's duties. You can find the Handbook here: <https://www.in.gov/iara/divisions/records-management/countylocal-records-management/>

Receiving Approval

1. The Secretary will place the request on the agenda for the next meeting of your County Commission for Public Records.
 - a. If it's not approved there, the request will be returned to you. (This rarely happens.) Follow any instructions from the Commission that have been added on the second page.
 - b. If it's approved by the Commission
 - i. The Secretary will have the Chairperson sign it, then sign it themselves, then they will send a copy to IARA and to any relevant local historical entity.
 - ii. Both IARA and the historical entity/entities have **60 days** to respond if they have any objections to the requested exception.
 - iii. If no reply has been received after 60 days (or if affirmative replies are received from all parties before the 60 days are up), the Secretary will sign the final part of the PR-1/SF 30505 on page 2 and send back to you.
2. You now have permission to transfer or destroy the records, following any modifications to the request that the Commission may have made on page 2 of your PR-1/SF 30505.
 - a. Use SF 48883 if transferring the records to the Indiana Archives. Find the SF48883 form here: <https://www.in.gov/iara/services-for-government/iara-forms/>
 - b. If transferring to a historical entity, use their preferred transfer form.
3. After transfer or destruction, retain your copies of the related forms (PR-1/SF 30505, and SF 48883 or the historical entity's transfer form) permanently in your office under Record Series GEN 20-01 on the County/Local General (GEN) Retention Schedule.

Contact Information

Indiana Archives and Records Administration

County/Local Records Management section

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