

County/Local Retention Schedule Instructions

Indiana Archives and Records Administration (IARA) – County Records Management

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

- 1) **Officials should first reference their office-specific Retention Schedule.** If no listed Record Series covers the record's subject matter, then refer to the County/Local General Retention Schedule (GEN).
- 2) **Copy of Record vs. Duplicate:** A "Copy of Record" is the record that your agency has chosen to be the official record which fulfills all Records Retention Schedule and other state and federal rules that affect the record. A Duplicate is any other record that contains the same information. Unless the record is defined on the retention schedule as CRITICAL, Duplicates are considered a non-record and may be destroyed at any time. No permission from IARA or your county Commission of Public Records is required, and no forms need be submitted.
 - a) **A record which is contained in a federal database** cannot be your Copy of Record, because it is not a State of Indiana record. The information that existed as a State of Indiana record BEFORE you submitted it to the federal government is your Copy of Record.
- 3) **Records NOT designated as PERMANENT or CRITICAL on any retention schedule:**
 - a) These records may be destroyed **ONLY** after they have reached the end of their designated retention period **AND** you have filled out a [Notice of Destruction of County/Local Government Records in Accordance with an Approved Retention Schedule](#) (SF 44905).
 - b) **After destruction**, submit a copy of the completed form to the Secretary of your county Commission of Public Records.
 - c) **If your office would prefer to donate the records to an interested historical entity instead of destroying them**, a SF 30505 must be submitted to IARA and to the county Commission of Public Records, and approval must be received from both parties.
- 4) **Record Series designated as PERMANENT on any retention schedule, but NOT designated as CRITICAL**, must be preserved permanently, but there are several options for fulfilling this requirement:
 - a) Original records may be **maintained permanently in the office of origin.**
 - i) **Original records may be microfilmed**, with the **microfilm retained permanently in the office of origin.** Once the microfilm has been verified for completeness and legibility, it is considered the **Copy of Record** (see Item 2 above), with all records retention schedule instructions applying to it, while **the original version is considered a Duplicate.** (See Item 2 above.)
 - b) **A request to transfer** original, microfilmed, or electronic records (SF 48883) may be **submitted to IARA** if storage space does not allow for maintaining the Copy of Record at the originating office. However, such requests will be approved **only at the discretion of the Indiana Archives.** Title to any record transferred to the Archives transfers along with the record, per Indiana Code 5-15-5.1-11.
 - c) If, after reviewing the SF 48883, the State Archives cannot or does not wish to collect the records, State Archives staff will advise the office of origin on whether the entire record must be maintained permanently in the office, or the records may be weeded according to criteria which the State Archives will provide.
- 5) **Record Series designated as CRITICAL MUST be microfilmed** according to the standards outlined in 60 IAC 2 / Indiana Rules of Court Administrative Rule 6. Copies must be distributed and retained as indicated in the retention instructions for that Record Series.
 - a) **Copies ADDITIONAL to the required list** are duplicates and may be destroyed at any time. (See Item 2 above.)
- 6) **Records whose subject matter is NOT COVERED by any Record Series** on an approved retention schedule may be **destroyed OR transferred to the Indiana Archives OR transferred to a local historical entity**, ONLY after a [Request for Exception to County/Local Retention Schedule or Permission to Dispose Of Non-Scheduled County/Local Public Records \(PR-1\)](#) (SF 30505) has been submitted to IARA and to the county Commission of Public Records, and approval has been received from both parties.

- 7) **MICROFILMING IN GENERAL: ANY record MAY be microfilmed** according to the standards outlined in 60 IAC 2/Indiana Rules of Court Administrative Rule 6, to meet storage or access needs in the office of origin, whether or not the specific Record Series requires such microfilming.
 - a) Once the microfilm has been verified for completeness and legibility, it is considered the **Copy of Record (see Item 2 above)**, with all records retention schedule instructions applying to it, while **the original version is considered a duplicate**.
- 8) **ELECTRONIC RECORDS: For ANY records whose original version is electronic**, or for offices wishing to duplicate such records electronically, **contact IARA's Electronic Records Program** (erecords@iara.in.gov) for advice and instructions on preservation.
- 9) **In the case of an applicable legal hold**, destruction or transfer of all record-types must be delayed.
- 10) **ADDITIONAL GUIDELINES**
 - a) Any record or file whose contents **fall under more than one Record Series** must be maintained for the **longest applicable retention period**.
 - b) With the exception of RS GEN 10-16, (which covers only the specific Payroll Record forms listed) **specific forms or reports listed in the description of a Record Series are provided as examples**, not an exclusive or exhaustive list. If a Record Series describes the subject matter of your record, then the Record Series likely covers your record.
 - c) If you are **unsure about whether your records are covered by an existing Record Series**, please contact IARA's County/Local Records Management team (cty@iara.in.gov/317-232-3380) for advice before listing the record on an SF 30505.
 - d) **Item Numbers** on this Schedule are used for reading convenience only; they are **not a permanent part of the Record Series**. Copies of this Retention Schedule printed from the IARA website may list the Record Series in a different order due to automated sorting.
- 11) **Please see IARA's [County/Local Records Custodian Handbook](#) for complete information on proper destruction procedures for eligible records.**



TRANSMITTAL OF PROPOSED / APPROVED RECORDS RETENTION AND DISPOSITION SCHEDULE

State Form 39443 (R8 / 9-21)

Agency County/Local Government	Issued by: The Indiana Archives and Records Administration
Division <i>(If left blank, retention schedule applies to entire agency.)</i>	Records Management Division
Special Districts	402 West Washington Street, Room W472
Date sent <i>(mm/dd/yyyy)</i> 02/02/2023	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
[n/a; IARA acts as the agency head for County/Local retention schedules]

SECTION IV APPROVED RECORDS RETENTION AND DISPOSITION SCHEDULES

The Oversight Committee on Public Records, at its meeting held on 02/22/2023, 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

Approved by Oversight Committee on Public Records on: 02/22/2023

THIS IS NOT A RECORDS RETENTION SCHEDULE – it is only an overview of the actions taken for each Record Series that existed prior to the *deactivation* of the Special Districts Retention Schedule (SD).

The Special Districts Retention Schedule (SD) previously covered regional Authorities, Commissions, Corporations, Districts and Territories: Airport, Building, Conservancy, Fire Protection, Flood Control, Port, Planning, Public Transportation, Sewage, Solid Waste, Solid Waste Management, Water, or any other district required to follow state statutes and audited by the State Board of Accounts.

The Retention Schedule was deactivated by the Oversight Committee on Public Records on February 22, 2023, with all Record Series either

- transferred to the County/Local General Retention Schedule and assigned a new GEN Record Series Number, or
- deactivated because an equivalent Record Series already exists on the County/Local General Retention Schedule.

Overview of Record Series Deactivations and Transfers

Light gray: This SD Record Series was transferred to the County/Local General Retention Schedule (GEN) and assigned a new GEN Record Series Number. Any updates to the content have been made on the GEN schedule.

Dark gray: this SD record series was deactivated. You should use the listed existing Record Series on the County/Local General Retention Schedule.

IF YOU USED TO USE RECORD SERIES...	NOW YOU SHOULD USE RECORD SERIES... on the County/Local GEN Retention Schedule.
SD 10-01	GEN 10-25
SD 10-02	GEN 10-10 (revenue records) and GEN 10-11 (expenditure records)
SD 10-03	GEN 23-01
SD 10-04	GEN 10-10
SD 10-05	GEN 10-10 (revenue records) and GEN 10-11 (expenditure records)
SD 10-06	GEN 10-11
SD 10-07	GEN 10-11
SD 10-08	GEN 20-02
SD 10-09	GEN 23-02
SD 10-10	GEN 20-04
SD 10-11	GEN 23-03
SD 10-12	GEN 20-04

SUMMARY

Transferred to County/Local GEN: SD 10-03 (GEN 23-01), SD 10-09 (GEN 23-02), SD 10-11 (GEN 23-03)

Deactivated: SD 10-01, SD 10-02, SD 10-04, SD 10-05, SD 10-06, SD 10-07, SD 10-08, SD 10-10, SD 10-12.

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