

Indiana Oversight Committee on Public Records Policy #02-01

Application: Indiana Archives and Records Administration, Indiana State Archives

Effective Date: Approved November 20, 2002; Revised December 2, 2020

General Subject: Collection Development Policy of the Indiana State Archives

Authority: The Indiana State Archives' Collection Development Policy was created in accordance with IC 5-15-5.1

Mission Statement

The Indiana State Archives is the permanent repository of official records of Indiana state and local governments. Its mission is to identify, preserve, manage, interpret, and provide access to these records according to established archival standards.

Purpose

The primary purposes of the Indiana State Archives are to accession, house, preserve, and make accessible the official records of Indiana state and local governments; to manage and preserve the records for the future; to provide efficient public access to these documents and supporting information; to serve as an educational and informational resource encouraging public, scholarly, and administrative research in its holdings.

Accession Policy

The Indiana State Archives ensures continual access to the essential evidence of state and local governments that documents public and private rights, the actions of state and local government officials, and the institutional character of state and local governments.

The Indiana State Archives accepts records generated by units of Indiana state government (executive, legislative, and judicial) and local government that have permanent legal and historical significance. These include records on retention schedules and unscheduled records.

When possible, local records should remain at local repositories, unless the significance or condition of the records, and the local resources, necessitate transfer to the Indiana State Archives.

Ordinarily, the Indiana State Archives does not seek or accept:

1. Records generated by non-governmental agencies, except those created under contract from governmental agencies.
2. Collections of papers from private citizens. The Indiana State Archives accepts donations of records only in rare cases where government records reside with private citizens or where the records have a clear relationship to government records. In all cases, a Deed of Gift Form must be completed and signed.
3. Artifacts or three-dimensional objects, unless received as a part of official state business.
4. Printed public documents of state government collected by the Indiana State Library or Federal document repositories, unless received on a retention schedule.

Transfer of Records

According to IC 5-15-5.1-11, title to any record transferred to the Indiana State Archives shall be vested in the administration.

Access to Records

The Indiana State Archives makes its collections available to all interested researchers. Some collections may be restricted due to promulgated rule or law.

Some original materials may be restricted due to the risk of deterioration, mutilation, or theft. In these cases, access to microfilm, digital, or paper copies will be provided.

Archival Appraisal, Re-Appraisal, and Deaccessioning

Records transferred to the Indiana State Archives under a retention schedule that allows for evaluation, sampling and weeding might not be kept in their entirety.

Archivists may weed collections by removing copies and other non-records, as well as materials not deemed to have permanent value. Sampling refers to keeping only a percentage of records which comprise a representative sample of the agency's functions. In certain cases, archivists may make arrangements with originating agencies for agency staff familiar with the subject matter to assist with the weeding or sampling process before transfer.

Due to the large influx of records transferred to the Indiana Archives, some record transfers may be initially accessioned without appraisal or processing. These transfers may be processed some time in the future, at which point the records may be weeded or sampled. In other cases, accessioned records may be re-appraised and found to no longer fit the Indiana State Archives' collection policy.

Individual records weeded, sampled or otherwise removed from the Archives' collections because they have been determined to have no permanent archival value will be destroyed.

Entire collections or record series that have been re-appraised as having no permanent value will be de-accessioned after consultation with Indiana Archives and Records Administration's Records Management division. Non-governmental records may be returned to the donor or transferred to another institution, when appropriate.

Loans

The Indiana State Archives does not lend material to individuals. The Archives may, in special circumstances, lend records to other institutions for exhibition purposes, or, in rare circumstances, to the originating agency for legal needs.

Chair, Oversight Committee on Public Records
Adopted by the Oversight Committee on Public Records,
November 20, 2002 (Revised December 2, 2020)