

Indiana Oversight Committee on Public Records Policy #02-01
Application: Indiana Commission on Public Records, Indiana State Archives
Effective Date: Approved November 20, 2002
General Subject: Accession Policy of the Indiana State Archives

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 help manage and preserve their records for future generations; 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.

To this end the Indiana State Archives ensures continual access to the essential evidence of state and local governments that documents:

1. Public and private rights.
2. Actions of state and local government officials.
3. The institutional character of state and local governments.

To further these purposes the Indiana State Archives accepts:

1. Records in all media formats generated by units of Indiana state government (executive, legislative, judicial) that have permanent legal and research significance. These include both records on retention schedules and unscheduled records.
2. Records in all media formats generated by units of Indiana local government that have permanent legal and research significance. These include records from counties, municipalities, townships, public libraries, and conservation or other regional districts.
3. Other records are collected only if they have a direct informational relationship to the primary resources of the Indiana State Archives. Examples include archival and conservation periodicals, reference works, county and municipal maps for use in aerial photograph research, and scrapbooks, visual images, or other materials documenting the history and functions of state institutions.
4. In exceptional circumstances, where records are endangered, the Indiana State Archives may serve as a repository of last resort. These circumstances include natural disasters, imminent threat of destruction, and need for specialized conservation techniques or storage facilities.

Ordinarily the Indiana State Archives does not seek or accept:

1. Collections of records generated by non-governmental agencies, except those created under contract from

governmental agencies.

2. Collections of papers from private citizens.
3. Private or working papers of legislators and state officials, including correspondence, constituency files, personal committee files, and issue files. Consideration will be given to such records if they supplement or replace official government records.
4. Artifacts or three-dimensional objects, unless received as a part of official state business.
5. Printed public documents of state government collected by the Indiana State Library, unless needed for reference purposes or received on a retention schedule.
6. Printed Federal documents and copies of records available at Federal document repositories and archives, unless needed for reference purposes.

Chair, Oversight Committee on Public Records

Adopted by the Oversight Committee on Public Records,

November 20, 2002