

Indiana Oversight Committee on Public Records, Policy #09-01

Application: Indiana Commission on Public Records

Effective Date: July 1, 2009

General Subject: Master Rolls (Original Negatives) of County Permanent Microfilm

Background

Tremendous historical, legal, and administrative value resides in permanent local government records held by counties across Indiana. To safeguard the vital local records of Indiana and its citizens, it is critical that adequate steps be taken to maintain appropriate storage facilities and inventory control of these records.

The Indiana Commission on Public Records has shared its concern with the Oversight Committee that inadequate records, multiple storage locations, and turnover of staff at the local level may threaten the ability of a community to adequately and efficiently recreate the records of government necessary to provide for the continuity of government.

The Indiana Oversight Committee on Public Records, in an effort to protect Indiana's local history and vital records adopts the following policy, effective July 1, 2009:

When permanent county records are required to be microfilmed, and when said microfilm is in compliance with state microfilming standards, county officials shall transfer the master negative rolls of microfilm to the Indiana State Archives for safekeeping and preservation. The Indiana State Archives shall keep the microfilm in a secured climate controlled vault and shall hold the microfilm without assessing a storage fee to the county.