

**Indiana Oversight Committee on Public Records Policy #05-02**  
**Application: Indiana Commission on Public Records, Indiana State Archives**  
**Effective Date: Approved January 19, 2005**  
**General Subject: Use of Records In the Indiana State Archives**

**Background**

The Indiana State Archives, a program of the Commission on Public Records, is the official repository of state and local government records of permanent historical and legal importance. The State Archives holds thousands of cubic feet of paper records, original and duplicate microfilm, maps, drawings, photographs, and electronic media. Most of this material has been transferred to the Indiana State Archives by agencies of state and local government. The transfer of records to the Indiana State Archives is regulated by IC 5-15-5.1-11 which states that "title to any record transferred to the Indiana state archives as authorized in this chapter shall be vested in the commission." The Indiana State Archives makes public records in its possession available to thousands of individuals annually.

Policy Statement

In order to ensure the preservation of the important official and historical public records held by the Indiana State Archives, and to make them available to the public, the Indiana State Archives shall develop guidelines and procedures for the use by the public of materials found in the Indiana State Archives. The guidelines and procedures shall be based upon Indiana law found in IC 5-15-5.1.

1. The Indiana State Archives, Commission on Public Records, shall make records in its possession available for public use under supervised conditions at reasonable hours. However, the Indiana State Archives shall restrict access to material deemed confidential by law or restricted by promulgated rule. The Indiana State Archives shall also weigh the need for preservation from deterioration, mutilation, or theft in establishing access to original materials.
2. All individuals visiting the Indiana State Archives in person shall read, sign, and date an official Registration Form prior to the use of records or reference sources in the Reading Room. The Registration Form shall contain a statement by which the signature shall constitute an acknowledgement that the patron will abide by the guidelines and procedures outlined on the Registration Form. The patron shall be provided with a copy of the signed Registration Form.
3. The Indiana State Archives shall develop "Guidelines for the Use of Records," which shall be approved by the Oversight Committee on Public Records and shall be printed on the official Registration Form.

Adopted by the Oversight Committee on Public Records,  
January 19th, 2005

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## REGISTRATION FOR USE OF RECORDS IN THE INDIANA STATE ARCHIVES

State Form 48404 (R3 / 6-15)

The Indiana State Archives serves to ensure the preservation of important official and historical public records, and to make them available to patrons. Patrons are expected to read and observe the following guidelines for the reading room of the Indiana State Archives. These guidelines are based on Indiana law found in IC 5-15-5.1 and have been adopted in accordance with policy 05-02 of the Oversight Committee on Public Records. If you have any questions, a staff member can explain or demonstrate the guidelines for you.

### GUIDELINES FOR THE USE OF RECORDS

1. All patrons must read, sign and date the registration form prior to use of all records or reference sources. The signed registration form shall constitute an acknowledgment that the patron will abide by the guidelines and procedures outlined on the registration form.
2. Food and drink are not allowed in the reading room.
3. Coats must be hung in the designated area. All carrying bags or briefcases must be lockered. Only note pads and laptop computers will be permitted to rest on table tops. The Indiana State Archives reserves the right to inspect personal belongings at any time.
4. Pencils must be used in taking notes. Pens and magic markers are not permitted to be used in conjunction with Archives' records. Pencils can be provided to patrons.
5. No documents may be taken out of the reading room.
6. When examining materials, patrons must keep documents in the original order found in the box or folder.
7. Lay documents, including photographs, flat on table during use. Do not hold up, put in lap, or otherwise hold during use. Do not lean on records, or put notebook on documents.
8. Microfilm or other reproductions of documents will be used when available.
9. Cotton protective gloves will be used for handling all photographs / negatives, and certain documents at the archivist's discretion. Gloves are available at the reference desk.
10. Citations to records in the Indiana State Archives in both published and non-published works and exhibitions will read, "Indiana State Archives, Indiana Archives and Records Administration."
11. Requests for records will be handled one at a time and in the order they were received.
12. Records will be retrieved from remote stacks locations until one half hour before closing time. Patrons will be requested to stop and return Archives materials ten minutes before closing time.
13. Reproductions are provided to patrons at a cost and according to established procedures. The Indiana State Archives will weigh the need for preservation from deterioration or mutilation of original records when receiving a request to inspect or copy records. No personal scanning or camera equipment is permitted to be used to record documents at the Indiana State Archives. (IC 5-15-5.1-7)
14. The Indiana State Archives takes no responsibility for the patron's misuse of copyright.

I agree to abide by the guidelines listed above while using records in the Indiana State Archives.  
 (Please fill out the form below legibly and completely).

Signature of patron		Date (month, day, year)
Name of patron (printed)		
Agency / Institution		
Address (number and street)		
City	State	ZIP code

