



## **Chapter 14**

### **Public Library Records Retention**

#### **Public Libraries Retention Schedule and County/Local General Retention Schedule**

The Public Libraries Retention Schedule and the County/Local General Retention Schedule were revised in 2020. All public libraries in Indiana must follow the same general retention schedule.

Any records not on the approved list cannot be destroyed without the permission of your county commission on public records and the Indiana Archives and Records Administration (IARA).

Information on the preservation and destruction of public records – including general rules and definitions - as it pertains to the Indiana Code is detailed on the State Board of Accounts webpage on libraries (<https://www.in.gov/sboa/political-subdivisions/libraries/>); once there, scroll down the page to see the drop down menu for Indiana Codes, and select Public Records. The Public Libraries Retention Schedule and the County/Local General Retention Schedule are available at the IARA webpage on Records Retention Schedule Help (<https://www.in.gov/iara/divisions/records-management/records-retention-schedules/>), as well as at the direct links listed below.

#### **Records Retention FAQs**

**Q1)** How long should we keep past insurance policies/coverage that have been replaced with new policies/coverage?

A1) Insurance paperwork is considered a contract; keep for 10 years after the end of the insured year.

**Q2)** How long should we keep past in-house staff directories?

A2) If they simply provide personnel information in a different format than personnel records, destroy.

**Q3)** How long should we keep Statements of Concern regarding library materials completed by patrons?

A3) Regard as correspondence and destroy after 3 years.

**Q4)** How long should we keep incident reports (injuries, accidents, behavior)?

A4) 10 years

**Q5)** How long should we keep emails?

A5) Treat emails as you would print correspondence regarding a particular issue. They are public records.

## **Retention Schedules**

- Public Libraries Retention Schedule (LIB):  
[https://www.in.gov/iara/files/county\\_library.pdf](https://www.in.gov/iara/files/county_library.pdf)
- County/Local General Retention Schedule (GEN):  
[https://www.in.gov/iara/files/county\\_general.pdf](https://www.in.gov/iara/files/county_general.pdf)



# TRANSMITTAL OF PROPOSED / APPROVED RECORDS RETENTION AND DISPOSITION SCHEDULE

State Form 39443 (R8 / 9-21)

Agency	Issued by:
County/Local: Public Libraries	The Indiana Archives and Records Administration
Division (If left blank, retention schedule applies to entire agency.)	Records Management Division
	402 West Washington Street, Room W472
Date sent (mm/dd/yyyy)	Indianapolis, IN 46204
2/9/2022	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

[Originating Agency is IARA; signature will be applied below after OCPR approval.]

## SECTION IV

### APPROVED RECORDS RETENTION AND DISPOSITION SCHEDULES

The Oversight Committee on Public Records, at its meeting held on 2/23/2022 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

- *T. Lighty*



**Approved by Oversight Committee on Public Records on: 02/23/2022****Instructions – updated 02/23/2022:**

**Update Overview, February 2022:** No changes were made to this retention schedule except for an update to this cover sheet, which are the new default Retention Schedule Instructions for all County/Local 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** may be destroyed **ONLY** after:
  - a) they have reached the end of their designated retention period **AND**
  - b) 30 days have passed since the submission of a [Notice of Destruction of County/Local Government Records in Accordance with an Approved Retention Schedule](#) (SF 44905) to IARA.
  - c) **If IARA does not reply within 30 days, or at all**, you are free to destroy the records.
  - d) **After destruction**, submit a copy of the completed form to the Secretary of your county Commission of Public Records.
  - e) **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 IARA cannot accept the records, then the record must be maintained permanently in the office of origin, under options a) or b) above.
- 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 a 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.

Please see IARA's [County/Local Records Custodian Handbook](#) for complete information on proper destruction procedures for eligible records.





## Public Libraries Retention Schedule (LIB)

## INDIANA ARCHIVES AND RECORDS ADMINISTRATION (IARA) – County/Local Records Management

ITEM #	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
1	LIB 10-01	<b>ANNUAL PUBLIC LIBRARY REPORT</b> The originating library's copy of a report submitted annually to the Indiana State Library and preserved in the Indiana Archives under RS 2002-08.	DESTROY after ten (10) years and after receipt of STATE BOARD of ACCOUNTS Audit Report and satisfaction of unsettled charges.
2	LIB 10-02	<b>LEDGERS</b> 14.1 Library Form: Form 1, 1A, 1B, and 1C: Library Financial and Appropriation Ledger. 14.2 General Form: Form 369 , General Fixed Asset Account Group Ledger. Capital Assets Ledger.	PERMANENT. See retention schedule instructions for microfilming and transfer options.
3	LIB 10-03	<b>PATRON LIBRARY CARD, RECIPROCAL BORROWING CARD APPLICATION</b>	DESTROY three (3) years after patron account becomes inactive.
4	LIB 10-04	<b>PUBLIC LIBRARY ACCESS CARD (PLAC) &amp; NON-RESIDENT CARD APPLICATION</b>	DESTROY after three (3) years and after receipt of STATE BOARD of ACCOUNTS Audit Report and satisfaction of unsettled charges.
5	LIB 10-05	<b>NO-FEE INTERLIBRARY LOAN FILES</b> Applies to interlibrary loans for which a patron or library is not charged and does not collect a fee. Access to these records may be affected by IC 5-14-3-4(a)(16)(A).	DESTROY 30 days after return of materials.
6	LIB 20-01	<b>FEE-BASED INTERLIBRARY LOAN FILES - COLLECTED</b> Applies to interlibrary loans for which this library collects a fee. Access to these records may be affected by IC 5-14-3- 4(a)(16)(A). Retention based on IC 34-11-2-6.	DESTROY after six (6) years and after receipt of STATE BOARD of ACCOUNTS Audit Report and satisfaction of unsettled charges.
7	LIB 20-02	<b>FEE-BASED INTERLIBRARY LOAN FILES - PAID OUT</b> Applies to interlibrary loans for which this library or their patron was charged a fee. Access to these records may be affected by IC 5-14-3-4(a)(16)(A). Retention based on IC 34-13-1-1.	DESTROY after ten (10) years and after receipt of STATE BOARD of ACCOUNTS Audit Report and satisfaction of unsettled charges.
8	LIB 10-07	<b>PROGRAM REGISTRATION INFORMATION</b>	DESTROY each April for previous calendar year.
9	LIB 10-08	<b>COMPUTER USE SIGN UP SHEETS &amp; LOGS</b> Patron agreement to utilize public access computers provided by a library. Access to these records may be affected by IC 5-14-3-4(a)(16)(A).	DESTROY 90 days after date of use.
10	LIB 11-01	<b>MEETING/CONFERENCE ROOM AGREEMENTS</b> No-fee agreements for use of library meeting and/or conference rooms. If fees are collected for use of meeting and/or conference room, see GEN 10-25.	DESTROY after three (3) years.
11	LIB 20-03	<b>NEWSPAPER COLLECTION MICROFILM</b> Master rolls created when a library microfilms a paper periodical collection. These are non-record materials, but may be collected by the Indiana Archives as a courtesy, depending on space availability and historical value of the information.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING and WEEDING pursuant to archival principles upon individual transfer agreement between the library and the INDIANA ARCHIVES.







Approved by the Oversight Committee on Public Records on: 7/29/2020

### Instructions:

- 1) **Officials should first reference their office-specific Retention Schedule.** If no listed Record Series covers the record's subject matter, then refer to this County/Local General Retention Schedule (GEN).
- 2) **Record Series designated as PERMANENT on this Retention Schedule** must be preserved permanently, either in the office of origin, or in the Indiana Archives.
- 3) **PERMANENT records created on paper should be preserved on paper or microfilm** that meets the standards outlined in 60 IAC 2 / Indiana Rules of Court Administrative Rule 6.
- 4) **For PERMANENT records whose original version is electronic**, contact IARA's Electronic Records Program (erecords@iara.in.gov) for advice and instructions on preservation.
- 5) **PERMANENT records may be transferred to the Indiana Archives** at the discretion of the Archives and on a space-available basis, if storage space does not allow for maintaining them at the originating office. Title to any record transferred to the Indiana Archives transfers along with the record, per Indiana Code 5-15-5.1-11.

To request permission to transfer paper or electronic records, submit State Form 48883, [State Archives Record Transmittal and Receipt](#); for microfilm, submit State Form 52408, [Microfilm Transmittal and Receipt](#).

- 6) **Record Series listed on this retention schedule that are NOT designated as PERMANENT** may be destroyed **ONLY** after:
  - a) they have reached the end of their designated retention period **AND**
  - b) 30 days have passed since the submission of a [Notice of Destruction of County/Local Government Records in Accordance with an Approved Retention Schedule](#) (State Form 44905) to IARA.

**After destruction**, submit a copy of the completed form to the Secretary of your county Commission of Public Records.

- 7) **Records whose subject matter is not covered by any Record Series on an approved Retention Schedule** may be destroyed or transferred to a local historical society/archive **ONLY** after a [Request for Exception to County/Local Retention Schedule or Permission to Dispose Of Non-Scheduled County/Local Public Records \(PR-1\)](#) (State Form 30505) has been submitted to IARA and to the county Commission of Public Records, and approval has been received from both parties.
- 8) **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.
  - a) Once the microfilm has been verified for completeness and legibility, it is considered the Copy of Record, with all records retention schedule instructions applying to it, while the original is considered a duplicate.
  - b) Duplicates may be destroyed at any time, without the need to fill out State Form 44905 or State Form 30505.
- 9) **Records designated as CRITICAL on this retention schedule MUST be microfilmed** according to the standards outlined in 60 IAC 2 / Indiana Rules of Court Administrative Rule 6, with copies distributed and retained as indicated in the listed retention instructions.
- 10) **In the case of an applicable legal hold**, destruction or transfer of all record-types must be delayed.

### Guidelines:

- Any record or file whose contents fall under more than one Record Series must be maintained for the longest applicable retention period.
- 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 on this Retention Schedule describes the subject matter of your record, then the Record Series likely covers your record. (Unless a Record Series from your office-specific Retention Schedule supersedes it.)
- 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 a State Form 30505.
- 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.

Please see IARA's [County/Local Records Custodian Handbook](#) for complete information on proper destruction procedures for eligible records.



County/Local General Retention Schedule (GEN)  
 INDIANA ARCHIVES AND RECORDS ADMINISTRATION – County Records Management

ITEM #	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
<b>ADMINISTRATIVE</b>			
1	GEN 10-01	<b>MINUTES</b> Official minutes of any county/local agency, board, commission, or of any division. Includes agendas and other supporting documents presented at the meeting. THIS IS A CRITICAL RECORD. Retention based on IC 5-15-5.1-5(a) (9), and IC 5-15-5.1-12.	PERMANENT and CRITICAL. MICROFILM according to 60 IAC 2 standards. TRANSFER original microfilm roll to the INDIANA ARCHIVES after verification for completeness and legibility. MAINTAIN duplicate microfilm roll permanently in office of origin. DESTROY hard copies after verification of INDIANA ARCHIVES transfer.
2	GEN 10-02	<b>COUNTY/LOCAL AGENCY, BOARD OR COMMISSION MEETING RECORDINGS</b> For offices, boards or commissions that record their meetings in audiovisual or electronic formats for the purpose of transcribing the minutes, and use the recordings to complete the minutes of the meetings.	DELETE recording or DESTROY storage media after relevant minutes are transcribed and approved.
3	GEN 10-03	<b>POLICY FILES - OFFICE HOLDERS, DEPUTIES, AND DIVISION DIRECTORS</b> These office files document substantive actions of administrative agency appointing authorities, deputy directors, and division directors. These records constitute the official record of an agency's performance of its functions and the formation of policy and program initiatives. This series may include various types of records such as correspondence, memos, and reports concerning agency policy and procedures, organization, program development and reviews. Disclosure of these records may be affected by IC 5-14-3-4(b) (6).	PERMANENT. See Retention Schedule Instructions for microfilming and transfer options.
4	GEN 10-04	<b>GENERAL FILES</b> Office records that are not related to policy implementation. This series includes correspondence, memos, and routine staff files.	DESTROY after three (3) calendar years.
5	GEN 10-05	<b>LEGAL FILES</b> All records pertaining to litigation with the county/local government and all supporting documentation. Also includes investigation files and reports from agencies who investigate civil violations (including housing and employment discrimination). This includes the Notice of Tort Claim for Property Damage and/or Personal Injury, SF 54668, if a claim is brought against the political subdivision. (See GEN 14-1 if no claim is brought.) Disclosure of these records may be affected by IC 5-14-3-4(a) (1), (3), (6) and (8). Retention consistent with IC 34-11-2-4 and -6 and IC 35-41-4-2(a).	RETAIN in office five (5) years after exhaustion of litigation. TRANSFER records that have been determined by office of origination to have historical significance to the INDIANA ARCHIVES for EVALUATION, SAMPLING and WEEDING pursuant to archival principles. DESTROY remaining records.
6	GEN 14-01	<b>NOTICE OF TORT CLAIM FOR PROPERTY DAMAGE AND/OR PERSONAL INJURY, SF 54668</b> This form is included in GEN 10-5, Legal Files, if a claim is brought against the political subdivision. Retention based on IC 34-11-2-4.	DESTROY after three (3) years if a claim is not brought against the political subdivision within the statute of limitations.
7	GEN 10-06	<b>LEGISLATIVE WORKING PAPERS</b> Records created by a county/local agency related to the legislature's review of proposals for new or amended ordinances, resolutions, statutes or administrative rule(s). Disclosure of these records may be affected by IC 5-14-3-4(b)(6).	PERMANENT. See Retention Schedule Instructions for microfilming and transfer options.

ITEM #	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
8	GEN 10-08	<p><b>DISASTER RECOVERY AND CONTINUITY PLANS</b></p> <p>The local government entity's copy of all Disaster Recovery / Continuity Plans, including those for electronic systems, as well as supporting documentation used in the development of the plans. Disclosure of these records may be affected by IC 5-14-3-4(b)(19).</p>	<p><b>Adopted Plans:</b> PERMANENT. See Retention Schedule Instructions for microfilming and transfer options. <b>Supporting documentation for previous Plans:</b> DESTROY three (3) years after the adoption of the next Plan.</p>
9	GEN 16-02	<p><b>BUSINESS APPLICATION LICENSES</b></p> <p>Includes all applications for licenses to operate specific categories of business, as determined by the county, city or town.</p>	<p>DESTROY three (3) years after the date of license expiration.</p>
10	GEN 20-01	<p><b>DOCUMENTATION OF PUBLIC RECORDS DISPOSITION</b></p> <p>All records regarding the transfer, destruction, or format conversion of county/local public records, whether located in the originating office, or in the office of the Secretary of the County Commission of Public Records.</p> <p>Files include but are not limited to: SF 44905, Notice of Destruction of County/Local Government Records in Accordance with an Approved Retention Schedule, SF 30505, Request for Exception to County/Local Retention Schedule or Permission to Dispose Of Non-Scheduled County/Local Public Records (PR-1), State Form 52408, Microfilm Transmittal and Receipt, SF 48883, State Archives Transmittal and Receipt, or equivalent transfer form provided by a local historical entity.</p> <p>Also includes all records documenting the conversion of public records from one format to another while maintaining prescribed standards of quality. (Microfilming, imaging, digitization of audiovisual materials, etc.)</p>	<p>PERMANENT. Maintain in office; these records may not be transferred to the INDIANA ARCHIVES unless requested by Indiana Archives staff.</p>
<b>ACCOUNTING &amp; FINANCE</b>			
11	GEN 10-10	<p><b>BASIC ACCOUNTING RECORDS - REVENUE</b></p> <p>ALL records and supporting documents for revenue accruing to a government office, unless those records are maintained under an office-specific Record Series with an equal or greater retention period. Records may include but are not limited to: receipts, quietus, cash register tapes, collections, fees, public record copy requests, interdepartmental bills, transmittals, checks (for payments made to agency), records of deposit, and all related books, ledgers, registers, journals &amp; reports. May be created or received in paper or electronic format. Records which contain both revenue and expenditure information should be maintained under Record Series GEN 10-11. Retention based on IC 34-11-2-6.</p>	<p>DESTROY/DELETE after six (6) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.</p>

ITEM #	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
12	GEN 10-11	<p><b>BASIC ACCOUNTING RECORDS - EXPENDITURES</b></p> <p>ALL records and supporting documents for expenditures both requested and completed, unless those records are maintained under an office-specific Record Series with an equal or greater retention period. Records may include but are not limited to: expenditure-related reports and ledgers, vouchers/claims and abstracts including Poor Relief, check/warrant registers, registers of Poor Relief claims, purchase orders, budgetary appropriations and allotments, requests for proposals, requisitions, invoices and expenditure receipts, accounts payable records, bank statements, reconciliation records and reports, time cards, payroll records not covered under Record Series GEN-10-16, travel and motor pool records and requests, real estate purchases, requests for supplies, and usage logs for paid services such as communications, software, and technical support. Records which contain both revenue and expenditure information should be maintained under this Record Series.</p> <p>Disclosure of these records may be affected by IC 5-22-18-4, 26 USC 6103(n), 26 USC 7213(a) and 42 USC 405(c) (viii) (I, II, III and IV). Retention based on IC 34-13-1-1.</p>	DESTROY after ten (10) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
13	GEN 10-16	<p><b>PAYROLL RECORDS</b></p> <p>Applies to Forms 99A, 99B and 99C</p>	PERMANENT. See Retention Schedule Instructions for microfilming and transfer options.
14	GEN 10-24	<p><b>INVESTMENTS/INSURANCE REGISTER</b></p> <p>Form 350 – Register of Investments Form 351 – Register of Insurance</p>	PERMANENT. See Retention Schedule Instructions for microfilming and transfer options.
15	GEN 10-25	<p><b>BONDS, BIDS, CONTRACTS AND LEASES</b></p> <p>All contracts, including grants, with vendors or other units of government to provide goods or services. Files also include working papers and similar attachments used by the agency in this process. This record series also applies to an administrative entity receiving revenue through a contract or lease. Retention based on IC 34-13-1-1.</p>	DESTROY ten (10) years after expiration of the contract and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
16	GEN 10-26	<p><b>AS-SUBMITTED BUDGETS</b></p> <p>Includes new programs requested, justifications, breakdown of money requested, estimates, reports, and public notice.</p>	DESTROY after five (5) years.
17	GEN 15-02	<p><b>INTERNAL REVENUE SERVICE FORMS</b></p> <p>Includes the governmental entity's original copy of forms filed with or issued by the United States Internal Revenue Service.</p>	RETAIN for period required by federal law, but for not less than six (6) years. DESTROY upon fulfillment of this retention period.
18	GEN 16-05	<p><b>ANIMAL CARE AND CONTROL RECORDS</b></p> <p>Includes, but is not limited to: intake, animal adoptions, surrenders, and any other records related to the care of animals in the facility. Excludes revenue and expenditure records, which should be retained under GEN 10-10 and GEN 10-11.</p>	DESTROY after three (3) years.

ITEM #	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
<b>PERSONNEL</b>			
19	GEN 10-27	<p><b>PERSONNEL FILES</b></p> <p>Personnel records containing documentation of the employee's working career and application for employment with the county/local government unit. Employment application shall include examination records. Personnel files shall be created and maintained for full-time, part-time, and temporary employees, as well as paid and unpaid interns. May include copies of employee tax documents and benefit elections. Disclosure of these records may be affected by IC 5-14-3-4(b)(2),(3),(4) ,(6), and (8).</p>	DESTROY 75 years after employee is no longer employed by the county/local government unit.
20	GEN 10-28	<p><b>EMPLOYEE MEDICAL RECORDS</b></p> <p>Typical record series could include Employer's Report of Injury, Report of Attending Physician, other medical information used to document work-related illnesses or injuries, and drug test results. Pursuant to United States Equal Opportunity Commission rules, this information "...shall be collected and maintained...in separate medical files..." Disclosure of these records may be affected by IC 5-14-3-4(a)(9), IC 5-14-3-4(b)(8) and 29 CFR 1630.14(b)(1).</p>	DESTROY three (3) years after the employee leaves county/local government.
21	GEN 10-30	<p><b>FAMILY AND MEDICAL LEAVE ACT OF 1993 RECORDS</b></p> <p>Records may contain applications for Family and Medical Leave (State Form 48370 or its equivalent), and any information related to use of the Family and Medical Leave Act (FMLA). Disclosure of these records may be affected by 29 CFR 825.500(g). Retention based on 29 CFR 825.400(b).</p>	DESTROY records after three (3) years if no other Record Series with a longer retention period applies to them. If records are part of another Record Series with a longer retention, follow the retention instruction for that Record Series.
22	GEN 10-31	<p><b>EMPLOYMENT APPLICATIONS-NOT HIRED</b></p> <p>Series includes applications from persons seeking employment who are not hired. Series also contains vacancy notices, job information bulletins, unsolicited resumes, rejection correspondence, examination material, drug test results, and other related materials. Disclosure of these records may be affected by IC 5-14-3-4 (b)(8)(b). Retention based on IC 4-15-2-15 (b)(4).</p>	DESTROY three (3) years after the decision not to hire.
23	GEN 10-32	<p><b>EMPLOYEE HAZARDOUS EXPOSURE RECORDS</b></p> <p>Typical records could include employee exposure records and/or analyses using exposure or medical records. Disclosure of these records may be affected by IC 5-14-3-4(a) (9).</p>	DESTROY thirty-five (35) years after employee termination.
24	GEN 10-33	<p><b>WORK-RELATED INJURIES AND ILLNESSES</b></p> <p>Includes OSHA Form 300: Log of Work-Related Injuries and Illnesses, OSHA Form 300A, Summary of Work-Related Injuries and Illnesses, and OSHA Form 301, Injury and Illness Incident Report, as well as any related reports, correspondence, and supporting documents. Disclosure of these records may be affected by 29 CFR 1904.29 and IC 5-14-3-4 (a) (3). Retention based on 29 CFR 1904.33.</p>	DESTROY five (5) years after the end of the calendar year that the records cover.
25	GEN 20-02	<p><b>EMPLOYMENT LOGS</b></p> <p>Permanent list of previous employees including employment dates, classification, and rehire eligibility status. May include Form 100R – Certified Report of Names, Addresses, Duties and Compensation of Employees.</p>	PERMANENT. Maintain permanently within each government office.

ITEM #	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
<b>PUBLICATIONS</b>			
26	GEN 10-34	<p>OVERSIGHT COMMITTEE ON PUBLIC RECORDS APPROVED RECORDS RETENTION AND DISPOSITION SCHEDULES</p> <p>Contains a description of all records maintained by a county/local office, and specifies when and how they may dispose of their records.</p>	DESTROY after replaced by revised schedule.
27	GEN 10-36	<p>MATERIAL SAFETY DATA SHEETS (MSDS)</p> <p>These reports and data sheets are supplied by the manufacturer of hazardous chemicals and submitted to businesses and other organizations receiving and using the substances. One (1) report or MSDS is submitted for each chemical in accordance with federal OSHA requirements. General information, ingredients, physical data, fire and explosion hazard data and other precautions are listed to inform and protect individuals who use or are exposed to these substances and chemicals. Disclosure of these records may be affected by 29 CFR 1910.1020(f)(1) and (f)(2), and IC 5-14-3-4(a)(4). Retention based on 29 CFR 1910.1020(d)(1)(ii)(B).</p>	DESTROY thirty (30) years after the year of conclusion of the worker's employment.
28	GEN 20-03	<p>LOCAL GOVERNMENT PUBLICATIONS</p> <p>Publications issued by local government entities that are not solely for internal use. Consult IC 4-23-7.1-28 and Indiana State Library staff for information on voluntary transfer of additional copies to the state's publications depository.</p>	TRANSFER one (1) copy of each publication to the INDIANA ARCHIVES. DESTROY remaining copies when outdated or replaced.
29	GEN 20-04	<p>LOCAL GOVERNMENT ANNUAL REPORTS</p> <p>Reports documenting the annual activities of a local government entity, created by that entity for publication or submission to a regulatory body or higher government office. They may contain fiscal, narrative, or statistical information, depending on the activities documented. Consult IC 4-23-7.1-28 and Indiana State Library staff for information on voluntary transfer of additional copies to the state's publications depository.</p>	TRANSFER one (1) copy of each report to the INDIANA ARCHIVES. DESTROY remaining copies when outdated or replaced.
<b>AUDIO, VIDEO &amp; GENERAL MEDIA</b>			
30	GEN 10-40	<p>MICROFILM DOCUMENTATION FILE</p> <p>A written documentation list created and maintained for the microfilm based on the approved retention schedule (60 IAC 2-2-3). See 60 IAC 2 for required contents of the file.</p>	PERMANENT. Transfer copy to the INDIANA ARCHIVES.
31	GEN 10-41	<p>PHOTOGRAPHS, VISUAL ART, VIDEO AND FILM</p> <p>Still or moving images created for or recorded at special events and activities of the office, general circulation or special purpose periodicals, and intra-office news.</p>	TRANSFER to the INDIANA ARCHIVES for evaluation, sampling, or weeding pursuant to archival principles one (1) year after the date of the event or activity.

ITEM #	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
32	GEN 10-43	<p>ROUTINE SURVEILLANCE RECORDINGS</p> <p>Disclosure of these records may be affected by IC 5-14-3-4(a) and IC 5-14-3-4(b) (1) &amp; (6).</p>	<p>DESTROY after 30 days without the necessity of filing a Notice of Destruction unless one of the following conditions occurs before that time period elapses:</p> <p>(1) If the agency receives notice, actual or constructive, that evidence of illegal activity was captured, TRANSFER records to Record Series GEN 16-1 and follow the appropriate listed retention.</p> <p>(2) If the agency receives notice, actual or constructive, that evidence was captured resulting in a timely notice of tort claim under IC 34-13-3-8, DESTROY three (3) years after action accrues.</p> <p>(3) If litigation occurs for which the record is admitted into evidence, the record becomes the responsibility of the court and is subject to Indiana Rules of Court, Administrative Rule 7.</p>
33	GEN 10-46	<p>PROTECTED CRITICAL INFRASTRUCTURE INFORMATION</p> <p>Information received by the County and/or local Emergency Management Agency and/or partner agencies including public safety, health, fire and emergency medical services, from the Indiana Department of Homeland Security and/or the US Department of Homeland Security pursuant to 6 USC 131-135 and 6CFR 29 regarding the security of critical infrastructure and protected systems, analysis, warning, interdependency study, recovery, reconstitution, and related purposes. Records include correspondence, reports, assessments, strategies, grant applications, drawings, specifications, plans, and risk planning documents in paper or electronic form. Disclosure of these records is affected by 6 USC 133(a)(1)(A)-(E) and 6 CFR 29.8. Retention period is based on high security-level of information and its duplicate existence at the Federal level.</p>	<p>DESTROY when outdated or replaced by subsequent records received from the Indiana Department of Homeland Security and/or the US Department of Homeland Security.</p>
34	GEN 10-47	<p>CRITICAL INFRASTRUCTURE INFORMATION</p> <p>Homeland security and counterterrorism records which may be intra-agency or interagency advisory or deliberative material (including material developed by a private contractor under a contract with a public agency). These may be expressions of opinion or of a speculative nature, and include: 1) administrative or technical information that would jeopardize a record keeping or security system, 2) computer programs, codes, filing systems, and other software, 3) portions of electronic maps entrusted to a public agency by a utility, and 4) school safety and security measures, plans, and systems, including emergency preparedness plans developed under 511 IAC 6.1-2-2.5. Records may include correspondence, reports, assessments, strategies, grant applications, drawings, specifications, plans, and risk planning documents in paper or electronic form, as further described in IC 5- 14-3-4(b)(6), (10), (11), (18) and 19. Disclosure of these records maybe affected by the previously listed statutes. Retention is based on a reasonable likelihood of threatening public safety by exposing a vulnerability to terrorist attack should records be improperly disclosed.</p>	<p>DESTROY when outdated or replaced.</p>

ITEM #	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
<b>OBSOLETE RECORDS</b>			
35	GEN 10-44	<p>PERMANENT OBSOLETE RECORDS</p> <p>Chattel Mortgage Record [to 6/30/1935]  Index to Chattel Mortgage Record [to 6/30/1935]  Sire Lien Record [1889-1984]  Stock Mark Record Apprentice  Indenture Record  PR-6 (Township Trustee ONLY) – Register of Poor Relief Claims  Twp. PR-7 – Poor Relief Statistical Report  Twp. Form 369 – General Fixed Asset Account Group  SD Form 309A/B – Cash Journal, Municipal Sewage Utility  (short &amp; long forms)  SD Form 329A/B – Sewage Utility Voucher Register  (short &amp; long forms)  County Clerk’s copy of Coroner’s Inquest Verdict and Written Report of Death (copy sent to County Clerk prior to 7/1/1994)</p>	<p>PERMANENT. See Retention Schedule Instructions for microfilming and transfer options.</p>
36	GEN 10-45	<p>NON-PERMANENT OBSOLETE RECORDS</p> <p>Chattel Mortgage Minute Book [1 July 1935 – 30 June 1964]  Index to Chattel Mortgage Receipts [1 July 1935 – 30 June 1964]  Chattel Mortgage Receipts [1 July 1935 – 30 June 1964]  Entry Book of Old-Age Pensions [1936-1945] Inheritance  Tax Record [1913-1931]  Fee Docket  Premarital Examination Certificate  [Confidential and NOT open to public inspection]Hunting and Fishing Report  Twp. PR-1 – Application for Township Assistance  Twp. PR-1A – Notice of Poor Relief Action  Twp. PR-1B – Application for Additional or Continuing Township Assistance  Twp. PR-2 – Purchase Order for Medical Relief Twp.  PR-3 – General Purchase Order for Poor ReliefTwp.  PR-4 – Report of Medical Aid Rendered  Twp. PR-7M – Mileage Claim for Poor Relief Investigation  Twp. Form 7 – Estimate of Poor Relief Requirements  Twp. PR-8 – Quarterly Poor Relief Report of Actual and Estimated Receipts</p>	<p>DESTROY.</p>





# TRANSMITTAL OF PROPOSED/ APPROVED RECORDS RETENTION AND DISPOSITION SCHEDULE

State Form 39443 (R7 / 3-19)

Agency <b>Archives and Records Administration</b>
Division (If left blank, retention schedule applies to entire agency.)
County/Local General Retention Schedule
Date sent (mm/dd/yyyy) <b>5/5/2020</b>

Issued by: The Indiana Archives and Records Administration Records Management Division 402 West Washington Street, Room W472 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 I 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 II PRE-MEETING REVIEW BY:

Agency Head e-signature <b>Chandler Lighty</b> <small>Digitally signed by Chandler Lighty DN: cn=Chandler Lighty, o=State of Indiana, ou=Indiana Archives and Records Administration, email=chlighty@iara.in.gov, c=US Date: 2020.05.20 17:41:07 -0400</small>
State Board of Accounts e-signature <b>Beth Kelley</b> <small>Digitally signed by Beth Kelley Date: 2020.05.18 15:02:43 -0400</small>

## SECTION IV APPROVED RECORDS RETENTION AND DISPOSITION SCHEDULES

The Oversight Committee on Public Records, at its meeting held on 7/29/2020, 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 <b>Chandler Lighty</b> <small>Digitally signed by Chandler Lighty DN: cn=Chandler Lighty, o=State of Indiana, ou=Indiana Archives and Records Administration, email=chlighty@iara.in.gov, c=US Date: 2020.07.29 10:00:00 -0400</small>
--