

A Program Presented by the  
Indiana Archives and Records Administration

## Public Records in Indiana

## What is IARA?

- Forms Management
- Records Management
  - State Government
  - Local Government
- Imaging Studio
- Records Center
- State Archives
- OCPR/SHRAB



## What is a Government Record?

"Any writing, paper, report, study, map, photograph, card, tape recording, or other material that is created, received, retained, maintained, used or filed by a public agency and which is generated on paper, paper substitutes, photographic media, chemically based media, electronically stored data, or any other material, regardless of form or characteristics."



## Government Records

- What Does That Include?
  - Paper
  - Film and microforms
  - Website
  - Email
  - Data in a database
  - Born-digital records
  - Scanned/Digitized images
  - Audio files
  - Social Media
  - Metadata and Indexes

## What is Records Retention?

- How is the length of retention determined?
  - Generally, Records Management staff work with an agency to identify:
    - The Administrative and Fiscal value
    - Legal value
    - Public Demand and Interest, and
    - Historical value of the information
- Paper, Film, Electronic, Stone Tablets
  - Retention is based upon content – NOT storage media



## County & Local Government Records

- ▶ County /Local General (GEN)
- ▶ Assessing Official (AS)
- ▶ County Auditor (AU)
- ▶ County Clerk Non-Judicial (CL)
- ▶ County Coroner (CO)
- ▶ County Recorder (RE)
- ▶ County Treasurers (TR)
- ▶ Prosecutor (PRO)
- ▶ Zoning, Planning, Development, Enforcement (LAND)
- ▶ Public-Private Agreements (PPA)
- ▶ Public & Charter Schools \*
- ▶ Public Safety Agencies\*

The local retention schedules are available via: [schedules.iara.IN.gov](http://schedules.iara.IN.gov)

## County/Local General Retention Schedule (GEN)

This Retention Schedule is divided into five (5) categories:

1. Administrative
2. Accounting and Finance
3. Personnel
4. Publications and Reports
5. Audio, Video and General Media

Retention periods for some records are increased in length of time to be retained because current Indiana Code statute of limitations have been applied to all records on this schedule.

## Other Local Schedules

- **City/Town/District Retention Schedules**
  - Cities And Towns (CT)
  - Special Districts (SD)
  - Township Trustee (TT)
- **Other Local Retention Schedules**
  - Public Libraries (LIB)
  - Public & Charter Schools (ED)
- **Additional Retention Information**
  - Year-to-Year Destruction Schedule
  - Judicial Records Retention Schedule

## IC 5-15-6 – Local Public Records Commissions (Membership)

IC 5-15-6-1 (b) The county commission shall consist, ex officio, of: (1) the judge of the circuit court or the judge's designee; (2) the president of the board of county commissioners or the president's designee; (3) the county auditor or the auditor's designee; (4) the clerk of the circuit court or the clerk's designee; (5) the county recorder or the recorder's designee; (6) the superintendent of schools of the school district in which the county seat is located or the superintendent's designee; and (7) either: (A) the city controller of the county seat city or the city controller's designee; or (B) if there is no city controller as described in clause (A), then the clerk-treasurer of the county seat city or town.

## IC 5-15-6 – Local Public Records Commissions (Officers & Meetings)

- The commission shall elect one (1) of its members to be chairman. The clerk of the circuit court or the county recorder must be secretary of the commission. The person who serves as secretary shall be determined as follows: (1) By mutual agreement of the clerk of the circuit court and the county recorder. (2) If a mutual agreement cannot be reached under subdivision (1), by an affirmative vote of a majority of members of the county commission. The commission shall provide to the administration the names and contact information for the chairman and secretary not later than thirty (30) days after the date of the determination. The members of the county commission shall serve without compensation and shall receive no disbursement for any expense.
- (d) The county commission shall meet at least one (1) time in each calendar year.

## Destruction of Records

- It may be illegal to destroy government records if you do not have an approved records retention schedule or permission from your county commission of public records.



### Indiana Law:

A public official may not mutilate, destroy, sell, loan, or otherwise dispose of any government record, except under a retention schedule or with the written consent of the administration (Archives & Records). IC 5-15-5.1-1-14

## Retention Periods...

- **Transitory:** can be destroyed immediately.
- **Short-term:** generally ten years or fewer.
- **Long-term:** greater than ten years and not permanent.
- **Permanent:** A long, long time; like forever.



## Permanent Records

- In many jurisdictions, you can only destroy permanent paper records if you MICROFILM the original paper records.
- If you digitize **Permanent** records, or they are submitted electronically, they may also be REQUIRED to be converted to microfilm. Indiana's Micrographics & Imaging Lab can assist! (<http://in.gov/iara/2341.htm>)
- Digital records are generally NOT recognized as **Permanent** format to preserve information.

## Electronic Records & Preservation

- Challenges of Digital Technology
  - Fragile media
  - Technology dependence
  - Technology obsolescence
  - Distributed storage
    - Where is the record copy?
    - Chain of custody
  - Easy to copy, hard to preserve
  - Explosive growth

## Indiana Electronic Records Program

- IARA is establishing guidelines for State and local governments to aid in the implementation of effective electronic records management programs



- The Indiana Electronic Records Policy provides a framework that illustrates the contents of an effective program by seeking to ensure that governmental units create and manage trustworthy records that demonstrate four core attributes.

## E-Records: Four Core Attributes

- **Authenticity** – An authentic record is one that can be proven:
  - To be what it purports to be;
  - To have been created or sent by the person purported to have created or sent it; and
  - To have been created or sent at the time purported.
- **Integrity** – Refers to the record being complete and unaltered.
- **Reliability** – A reliable record is one whose contents can be trusted as a full and accurate representation of the transactions, activities or facts to which they attest and can be depended upon in the course of subsequent transactions or activities.
- **Useability** – A useable record is one that can be located, retrieved, presented and interpreted.

## State-Sponsored Workshops

- Watch for IARA and the SHRAB offer a series of records management workshops in Indiana. In the past, these workshops have focused on:
  - Preservation of Records
  - Archival Basics
  - Electronic Records
  - Government Records



## Records Projects

- State Archives Catalog on line by early second quarter of 2017. Includes state and local holdings from all three branches of government.
- Barcoding all archives holdings.
- Family Search and Ancestry Vital Records clean up project.
- Developing a New Digital Archives and Indexing system for on-line access.

## www.Digitalarchives.in.gov

- Collections Include:
  - Military
    - Veteran Graves Registry
    - Militia & Guard Records
    - Veteran's Home
    - Civil War
    - Mexican War
    - WWI Gold Star & Book of Merit
  - Naturalizations
- Institutions
  - State Hospitals
  - State Inmates
  - Deaf School
  - Soldiers and Sailors Children's Home
  - Courts (State & County)
  - Additional Materials
    - Negro & Mulatto Registers
    - Dissolved Corporations
    - Indiana Public Lands

## IARA Initiatives

- New Archives Building, Someday???
- Access to Public Records Portal in late 2017
- Public Tours and Educational Programs of State Archives facility and collections
- World War I - Centennial 2017-2018

## ICPR Local Records Website

[schedules.iara.in.gov](http://schedules.iara.in.gov)

- ▶ Specific to County/Local Records
  - Records Retention Schedules
  - Example of County E-Mail Retention Policy (Bartholomew Co.)
  - Guide to Preservation and Destruction of Local Public Record Forms (for county/local records)
  - County and Local Government Links
- ▶ General Records Management
  - What is a Retention Schedule?
  - Publications
  - Laws
  - Links
  - Records Disaster Prevention and Reporting

## Notice of Destruction – SF 44905

**NOTICE OF DESTRUCTION**  
(Local Government Public Records)  
State Form 44805 (05/11-15)

**INSTRUCTIONS:**

1. Complete this form, filling all requested information.
2. Send the original to the Clerk of the Circuit Court of your county.
3. Send a copy of this form to the Indiana Commission on Public Records at the above address.
4. Retain a copy of this form for your records.

INDIANA COMMISSION ON PUBLIC RECORDS  
602 West Washington Street, Room 9017  
Indianapolis, Indiana 46204

**RECORDS MEASUREMENT TABLE**

1. Address box (10" x 12" x 10") inside = 1 cubic foot of records.	1. Linear foot of 8 1/2" x 14" documents = 1 cubic foot
1. Letter size file drawer = 1.12 cubic feet of records.	1. Linear foot of 8 1/2" x 17" documents = 4/5 cubic foot
1. Large size file drawer = 1.12 cubic feet of records.	1. Linear foot of 8 1/2" cards = 1/5 cubic foot
1. Number 11 record transfer box = 2 cubic feet of records.	1. Linear foot of 7" x 9" cards = 1/9 cubic foot

Name of office: \_\_\_\_\_ County: \_\_\_\_\_

Address (number and street): \_\_\_\_\_ City: \_\_\_\_\_ ZIP code: \_\_\_\_\_

Name of contact person: \_\_\_\_\_ Telephone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

TITLE OF RECORDS DESTROYED	DATE OF RECORDS	RECORD SERIES AUTHORITY	VOLUME (cubic feet)

## Request for Permission to Destroy or Transfer Certain Public Records – PR-1, SF 30505

**REQUEST FOR PERMISSION TO DESTROY OR TRANSFER CERTAIN PUBLIC RECORDS (PR-1)**  
State Form 30505 (05/11-15)

**INSTRUCTIONS:**

1. Prepare in quadruplicate (the original, the original and three copies that are filed with the County Commission on Public Records and a copy retained by the originating agency).
2. The original and three copies must be filed with the County Commission on Public Records at the above address (one copy in the county historical society if any), and retain the original and one copy for only 90 days, during which time the records may be processed by an administrative or historical society of the county or the Indiana Commission on Public Records, State Archives Division.
3. Upon the expiration of any 90-day copy the agency retained shall be destroyed in the agency, an authority to dispose of the records in accordance with the action desired by the County Commission.
4. The original shall be preserved as a part of the records of the County Commission.

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**TO BE COMPLETED BY THE ORIGINATING AGENCY OF OFFICE**

Name of government agency: \_\_\_\_\_ Date: \_\_\_\_\_

Address of government agency (number and street, city, state, and ZIP code): \_\_\_\_\_

Name of contact person: \_\_\_\_\_ Telephone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Type of record (check one):  Request to destroy  Request to transfer  Request to microfilm and transfer  Request to destroy microfilm and transfer

TO: Secretary, Commission of Public Records, of \_\_\_\_\_ County, Indiana

NAME OR DESCRIPTION OF RECORDS	VOLUME OF RECORDS (and Records Measurement Table)	DATE OF RECORDS

## Thank You!

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