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- County Commission of Public Records
What is IARA?

- Records Management
  - State Government
  - County/Local Government
- State Records Center
- Indiana State Archives
- Electronic Records Program
- Conservation Lab
- Imaging and Microfilm Services Lab
- Forms Management Division
- Oversight Committee on Public Records (OCPR)

IARA’s Records Management

- State and County/Local
- Records Retention Schedules
- Online Training Modules
- Publications & Policies
  - County/Local Records Custodian Handbook
  - Policy 20-01 and 20-02
- Records & Forms Coordinators
- Answer Your RM Questions
Records Management Liaison

• Hired in June 2020
• County/Local Agencies
• State Travel – County Clerks
• Weekly Email Blasts – Mondays, email “subscribe me!” to cty@iara.in.gov.
• Answers Your RM Questions

What is Records Management?

Taking care of government records and retaining them under the requirements set out by the state of Indiana and federal laws, using records retention schedules developed for you by IARA.
## What is a Record and What’s Not?

<table>
<thead>
<tr>
<th>Record</th>
<th>Copy of Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper, Film and microforms</td>
<td>Scanned/Digitized images</td>
</tr>
<tr>
<td>Website</td>
<td>Audio files</td>
</tr>
<tr>
<td>Email</td>
<td>Social Media</td>
</tr>
<tr>
<td>Data in a database</td>
<td>Metadata and Indexes</td>
</tr>
<tr>
<td>Born-digital records</td>
<td></td>
</tr>
</tbody>
</table>

### Electronic Records

- Same record keeping requirements as paper records
- Media and format
- OCPR Policies 20-01 and 20-02
- Electronic Records Storage and File Management Best Practices
- Contact erecords@iara.in.gov with questions
- Deputy Director of Electronic Records Program, Meaghan Fukunaga, mfukunaga@iara.in.gov
What is Records Retention?

- How is the length of retention determined?
  - Generally, Records Management staff work with county/local offices utilizing established retention schedules to identify:
    - The Administrative and Fiscal value
    - Legal value
    - Public Demand and Interest, and
    - Historical value of the information

- Paper, Film, Electronic
  -Retention is based upon content – NOT storage media/format

Retention Schedules

IARA creates records retention schedules to make it as easy as possible for you, listing and describing:
- the categories of records commonly created by your office
- how long to keep the records in each category
- what happens to those records both during and after that time period.

The key to using retention schedules effectively is an understanding of their contents, format, language, and how to apply all of that to your records.

5 Retention Schedules:
- State - Agency Specific
- County/Local - Office Specific
- Judicial Retention Schedule (managed by Indiana Judiciary – court records, Tom Jones, tomjones@courts.in.gov)
Record Series

Record Series includes a **Number #, Title & Description**, and **Retention & Disposition** instructions

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>RECORD SERIES</th>
<th>TITLE/DESCRIPTION</th>
<th>RETENTION PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>CL 10-17</td>
<td>BAIL AGENT LICENSE/POWER OF ATTORNEY</td>
<td>DESTROY three(3) years after expiration of license.</td>
</tr>
</tbody>
</table>

Record Series Number | Record Series Title and Description* | Retention Period and Disposition Instructions

Retention Periods

Retention period instructions may include:
1. Format conversion instructions
2. Information on how long the records need to remain
3. What finally happens to your records after their retention period is over

Examples:
PERMANENT, TRANSFER,
DESTROY/DELETE, RETAIN, RECORD, FILE
Office Specific:

County Treasurer Retention Schedule (TR)

<table>
<thead>
<tr>
<th>Record Series</th>
<th>Title/Description</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>TR. 1D-1</td>
<td>PERMANENT TAX RECORDS</td>
<td>PERMANENT. May microfilm according to 60 IAC 2 standards. Original may be retained in office or transferred to the Indiana State Archives pursuant to IC 5-25-1.4 at such time as original record no longer has official value but has historical value. If microfilmed, original may be destroyed upon receipt of written approval from the county commission of public records and Indiana Commission on Public Records.</td>
</tr>
<tr>
<td>TR. 1D-2</td>
<td>NON-PERMANENT TAX RECORDS</td>
<td>DESTROY after ten (10) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled claims.</td>
</tr>
</tbody>
</table>

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

- GEN schedule is applicable to ALL offices in addition to their office specific Retention Schedule.
County & Local Retention Schedules

- Office Specific Schedules:
  - Assessing Official (AS)
  - County Auditor (AU)
  - Non-Judicial County Clerk (CL)
  - County Coroner (CO)
  - Zoning, Planning, Development, Enforcement (LAND)
  - Public-Private Agreement Operators (PPA)
  - Public Safety Agencies (PSA)
    - The local retention schedules are available via: https://www.in.gov/iara/2739.htm.

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)
  - Educational Institutions (EDA/EDS/EDC) (Public & Charter Schools)

- Additional Retention Information
  - Year-to-Year Destruction Schedule
  - Judicial Records Retention Schedule (Not published or managed by IARA)
Commonly Used State Forms

• SF44905 Notice of Destruction or “NOD”

• SF30505 or “PR-1”

• https://www.in.gov/iara/2783.htm

Notice of Destruction – SF 44905

• ALL SF 44905 NOTICE OF DESTRUCTION MUST CONTAIN RECORD SERIES INFORMATION.

• The record series number is the # on the Retention schedule (left hand column) under which the record is listed

• Example: **Gen 10-10**, Basic Accounting Records - Revenue
Request for Permission to Destroy or Transfer Certain Public Records – PR-1, SF 30505

REQUEST FOR EXCEPTION TO COUNTY / LOCAL RETENTION SCHEDULE OR PERMISSION TO DISPOSE OF NON-SCHEDULED COUNTY / LOCAL PUBLIC RECORDS (PR-1)

Please contact IARA at the above address if you have any questions while filling out this form.

INSTRUCTIONS – Originating Agency:
1. This form is for permission to destroy or transfer the ONLY copy of public records. No permission is required to microfilm paper records or to destroy originals after microfilming. As long as one (1) copy of the information is maintained in paper or microfilm format, all other copies may be destroyed at any time.
2. Fill out all information on the first page of this form. Contact the Indiana Archives or local historical entity to confirm interest prior to initiating a request to transfer.
3. Fill one (1) copy with your County Commission of Public Records, and retain one (1) copy for your own records.
4. Upon receipt of an approved copy from your County Commission of Public Records, fill the instructions detailed on the second page of this form and retain a copy for your records. (Your original copy of the request may be destroyed on receipt of the approved version.)

INSTRUCTIONS – County Commission of Public Records:
Step 1. Upon approval of this request by the County Commission, the Secretary must preserve one (1) copy as part of the minutes of the County Commission, send one (1) copy to the county historical society or equivalent local historical entity if such exists, send one (1) copy to IARA at the above address, and retain one (1) copy for Step 2.
Step 2. Fill in the section labeled "PUBLIC RECORDS DESTROYED OR TRANSFERRED" and send the completed form to IARA at above address.

County Commission of Public Records Meetings

- Meets at least once a year
- Must have quorum to hold meeting
- Open to the public
- Virtual option and proxy members
- Secretary is either the County Clerk or Recorder
- Chairperson elected from Commission members
- Helps keep their county records managed efficiently!
County/Local Records Custodian Handbook & Online Training

- County/Local Records Custodian Handbook
  - https://www.in.gov/iara/2359.htm
  - A guide to every aspect of managing county/local government records.
  - Replaces (but contains much more than) the Guide to Preservation and Destruction of Local Public Records and Instructions for Holding a County Commission Meeting.

Online Tutorial: Records Management for Indiana County & Local Government
- https://www.in.gov/iara/course-website-countylocalrecordsmanagement.htm

Thank You!
achristiansenjanicki@iara.in.gov
ty@iara.in.gov
(812) 929-3882