



## Public Records in Indiana

Presented by the  
Indiana Archives and Records Administration

## What is IARA?

- Forms Management
- Records Management
  - State Government
  - Local Government
- Imaging Studio
- Records Center
- State Archives
- OCP/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](https://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

What Local  
Schedule is Being  
Created Next?

County Health Departments  
should be finished in 2018

## 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.

Legislation passed in 2018 creates a spot for a Clerk or Recorder on the State's OCPR serving on a local Commission.

## 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.

# Notice of Destruction - SF 44905



## NOTICE OF DESTRUCTION OF NONPERMANENT RECORDS (Local Government Public Records)

State Form 44905 (R7 / 7-15)

INDIANA ARCHIVES AND RECORDS ADMINISTRATION  
402 West Washington Street, Room W472  
Indianapolis, Indiana 46204  
Telephone: 317 232-3380  
cya@iara.in.gov

- INSTRUCTIONS:**
1. This form may be used only for the destruction of nonpermanent records. Use State Form 30305, Request for Permission to Destroy or Transfer Certain Public Records (PR-1), to request destruction of permanent records.
  2. Complete all Contact and Record Series Information fields.
  3. Send the original to the secretary of the County Commission of Public Records.
  4. Send a copy of this form to the Indiana Archives and Records Administration at the above address.
  5. Delay destruction of records listed for thirty (30) days. During this period, the Indiana Archives and Records Administration will review the request and may follow up with the requestor. If the requestor is not contacted by the Indiana Archives and Records Administration during this period, the records may be destroyed.
  6. Complete the Destruction Information fields and retain a copy of the completed form for your records.

### RECORDS MEASUREMENT TABLE

1 Archives box (10" x 12" x 15") 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 1/2 cubic feet of records	1 Linear foot of 8 1/2" x 11" documents = 4/5 cubic feet
1 Legal size file drawer = 1 1/2 cubic feet of records	1 Linear foot of tab cards = 1/6 cubic feet
1 Number 11 record transfer box = 2 cubic feet of records	1 Linear foot of 3" x 5" cards = 1/9 cubic feet

### CONTACT INFORMATION

Name of office	Date submitted to secretary and IARA (month, day, year)	County
Address (number and street)	City	ZIP code
Name of contact person	Telephone number ( )	E-mail address

### RECORD SERIES INFORMATION

TITLE OF RECORDS TO BE DESTROYED	DATE OF RECORDS	RECORD SERIES NUMBER	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 (R6 / 6-15)

INDIANA ARCHIVES AND RECORDS ADMINISTRATION  
402 West Washington Street, Room W472  
Indianapolis, Indiana 46204  
Telephone: 317-232-3380  
cya@iara.in.gov

- INSTRUCTIONS:**
1. Prepare in quintuplicate (five (5) copies).
  2. The original and three (3) copies must be filed with the County Commission of Public Records and a copy retained by the originating agency.
  3. Upon approval by the County Commission, the Secretary must forward one (1) copy to the Indiana Archives and Records Administration at the above address, one (1) copy to the county historical society (if any), and retain the original and one (1) copy for sixty (60) days, during which time the records may be procured by an active genealogical or historical society of the county or by the Indiana Archives and Records Administration, State Archives Division.
  4. Upon the expiration of sixty (60) days the copy retained shall be forwarded to the agency, as authority to dispose of the records in accordance with the action thereon by the County Commission.
  5. The original shall be preserved as a part of the minutes of the County Commission.

### RECORDS MEASUREMENT TABLE

1 Archives box (10" x 12" x 15") inside = 1 cubic foot of records	1 Linear foot of 8 1/2" x 14" documents = 1 cubic foot
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### TO BE COMPLETED BY THE ORIGINATING AGENCY OR OFFICE:

Name of government agency	Date (month, day, year)	
Address of government agency (number and street, city, state, and ZIP code)		
Name of contact person	Telephone number ( )	E-mail address
Type of request (check one) <input type="checkbox"/> Request to destroy <input type="checkbox"/> Request to microfilm and destroy <input type="checkbox"/> Request to destroy previously microfilmed originals <input type="checkbox"/> Request to transfer to: _____		
TO: Secretary, Commission of Public Records, of _____ County, Indiana		
NAME OR DESCRIPTION OF RECORDS	VOLUME OF RECORDS (See records measurement table)	DATE OF RECORDS (month, day, 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! ([IN.gov/iara/2341.htm](http://IN.gov/iara/2341.htm))
- Digital records are generally NOT recognized as **Permanent** format to preserve information.

## IARA 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
- 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



## 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 (Quarterly)
  - Archival Basics
  - Electronic Records
  - Government Records (Regional)



Access: [ResearchIndiana.IN.gov](http://ResearchIndiana.IN.gov)

- The Indiana Archives online catalog where you can search for:
  - Containers (books, boxes at the Archives)
  - Entities (governmental units)
  - Retention Schedules and Record Series



## [www.Digitalarchives.in.gov](http://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
- Public Tours and Educational Programs of Indiana Archives facility and collections
- Archival Cloud Services for Permanent Records
- World War I - Centennial 2017-18
- Education in Early Indiana Exhibit until July



## Virtual Volunteers

- The Archives first crowd sourcing project, started in June 2018.
- Anyone with an internet connection can volunteer from home by indexing records from digital images
- The Indiana World War I Service Records will be the first virtual volunteer project available.
- Signup today by emailing the Indiana Archives at [archives@iara.IN.gov](mailto:archives@iara.IN.gov)



## Thank You!

Jim Corridan, Executive Director & State Archivist

[jcorridan@iara.in.gov](mailto:jcorridan@iara.in.gov)

317-232-3380