



## SEVERELY DAMAGED RECORDS REPORT

State Form 57798 (5-25)

INDIANA ARCHIVES AND RECORDS ADMINISTRATION

Contact the Indiana Archives and Records Administration at [cty@iara.in.gov](mailto:cty@iara.in.gov) (County/Local) or [rmd@iara.in.gov](mailto:rmd@iara.in.gov) (State agencies) prior to completing this form.

All questions are required. This form cannot be processed if it is incomplete.

A copy of this completed form should be retained under GRECC-2 for State and GEN 20-01 for County/Local.

### Section I: Agency or Office Information

1. What is the name of your agency or office?

2. What is your name and contact information (include address, telephone, and email address)?

### Section II: Description of the Severely Damaged Records

3. Which record series are affected and what are the date ranges of the records? For a list of retention schedules where you will find record series, please [click here](#). If you don't know the record series, please give as detailed a description of the subject matter of the records as you can.

4. Do the severely damaged records contain any confidential information? If yes, please describe and provide any code citations as applicable.

5. Is this the only copy of the records? ☐ Yes ☐ No ☐ I don't know

6. If you answered "No" to question 5, describe the other copy/copies of the records that are available in your agency or office. What format and condition are those copies in? If electronic, provide the name of the vendor or software that hosts the copies.

7. Are you providing images or video of the severely damaged records by emailing image/video files to [cty@iara.in.gov](mailto:cty@iara.in.gov) (county/local offices) or [rmd@iara.in.gov](mailto:rmd@iara.in.gov) (State agencies)? Please note that without images or video, IARA will not be able to review your request.  
☐ Yes ☐ No

### Section III: Description of Severe Damage

8. What kind of severe damage is there to the records? Check all that apply.

☐ Mold ☐ Rodent ☐ Smoke/Fire ☐ Other:  
☐ Mildew ☐ Water/Moisture ☐ Insect

|                                                                                                                                                                                                                                                                                                                                                                                                                          |                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| 9. Where are the severely damaged records currently located? Please provide an address and condition of the space and environment.                                                                                                                                                                                                                                                                                       |                                       |
| 10. How many boxes, cubic feet, gigabytes, et cetera of records are severely damaged?                                                                                                                                                                                                                                                                                                                                    | 11. When did the severe damage occur? |
| 12. How did the severe damage occur (examples: natural disaster, water leak, rodent infestation, et cetera)?                                                                                                                                                                                                                                                                                                             |                                       |
| 13. Are the severely damaged records accessible? Please describe the accessibility in detail. For paper or microfilm this means, can you touch the records or are they so damaged/in a location so damaged they are not accessible by touch. For electronic records this means, can you access the records on existing technology.                                                                                       |                                       |
| 14. Are the severely damaged records usable? Please describe the usability in detail. For paper this means they are falling apart, crumbling, cannot manipulate pages, cannot read due to water damage, et cetera. For microfilm this means, can you view the microfilm on a reader (does not have to be your reader). For electronic records this means, can you read the files on existing technology or via a vendor? |                                       |

| Section IV: Remediation                                                                                                                                                                                                                 |
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| 15. Describe all steps that have been taken to remediate the severe damage. This includes drying wet papers or requesting an assessment from a vendor that specializes in cleaning, remediation, or repair of severely damaged records. |
| 16. What plans have you made for if the information on the records needs to be accessed but the records itself have been destroyed or are inaccessible?                                                                                 |

| Section V: Indiana Archives and Records Administration Response                                                                              |      |
|----------------------------------------------------------------------------------------------------------------------------------------------|------|
| The Indiana Archives and Records Administration: <input type="checkbox"/> Approves this request <input type="checkbox"/> Denies this request |      |
| Signed                                                                                                                                       | Date |