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County/Local Records & Information Management

402 W. Washington St. Rm W472

Indianapolis, IN 46204

e: cty@iara.in.gov | ph: 317-232-3380



Those April showers are certainly happening! I'm enjoying seeing the changes of the season, all the flowers are springing up and foliage is blooming! I plan to embrace the daylight and soak up the sun leading into the summer heat. I'm so tired of the cold, in desperate need of sunshine and neighborhood walks!

Last Month's Bulletin

In the March 2025 bulletin, discussion topics included the Public Notices and Customer Satisfaction Survey, When to Sign & Approve CCPR Minutes?, IARA is No Longer Recording These Chats, Ballots Retain in Original Format, and the Topic of the Month was April is Records & Information Management Month!

To view past bulletins and chats, go to the [RM Bulletins and Chat Archive](#) webpage.

News You Can Help With: Taskforce Members Needed for AS/AU/TR Retention Schedule Revision!

This year, IARA would like to revise these 3 schedules concurrently: the Assessing Officials (AS), County Auditor (AU), and County Treasurer (TR).

The 3 schedules were last updated in 2022 and early 2023, and there are already revisions needed to be made to all and since most of these offices work closely together, it makes sense to update them concurrently.

As assessors/auditors/treasurers, you know more about your records than I do and IARA needs that knowledge to update the retention schedules to the best of our ability. So, my question is...

Would you be willing to join us and participate on the taskforce to revise the AS/AU/TR retention schedules? If yes, please email cty@iara.in.gov.

If I say yes, what do I have to do as a member of the taskforce? The taskforce will meet once a month via Microsoft Teams for an hour roughly. The meetings may vary but the basis

of the taskforce is to review the schedules and see what needs to be updated, changed, removed, or added. You can participate as little or as much as you like. The taskforce is mainly a way for IARA to gather information on the records you all are creating and then apply that to improve the retention schedules.

News You Can Use: CT & PPA Retention Schedules Approved!

The Oversight Committee on Public Records (OCPR) approved 2 county/local retention schedules at their March meeting: the Public Private Agreement Operators (PPA) and the Cities & Towns (CT). The PPA received updates to modernize the language and the CT schedule's only change was to update the record series from CT 14-1 to CT 14-01, just a 0!

News You Can Definitely Use: April is Records & Information Management Month

The Indiana Archives and Records Administration invites you to join the celebration of good record keeping. This month, we're highlighting the importance of organizing, protecting, and managing information effectively. Whether it's streamlining workflows, ensuring compliance, or safeguarding sensitive data, proper records management is the key to efficiency and security.

Celebrate RIM Month with us by exploring one of our upcoming events & resources:

- **Webinar:** Learn how to manage texts, emails, and social media posts as records.
- **Interactive Game:** Test your records management skills in a fun challenge.
- **Blog Post:** Find out what to do when disaster strikes your public records.
- **Visit Us:** Stop by our booth next month during [Data Day](#).

Ready to get involved? Visit our [RIM Month](#) page for more information.

STATE OF INDIANA
EXECUTIVE DEPARTMENT
INDIANAPOLIS

Executive Order

PROCLAMATION

TO ALL TO WHOM THESE PRESENTS MAY COME, GREETINGS:

- WHEREAS, public records are essential to the operation of state and local government; and
- WHEREAS, efficient records and information management is necessary for effective government, minimizing risks, and assuring information accuracy; and
- WHEREAS, effective record retention minimizes storage costs, establishes accountability, and protects the rights and interests of Hoosiers; and
- WHEREAS, the Records and Information Management Division of the Indiana Archives and Records Administration provides guidance and education for Indiana government offices on managing, storing, preserving, and disposing of records, and works with state and local records custodians to develop and update Records Retention Schedules based on established standards, best practices, and legal and regulatory requirements; and
- WHEREAS, state and local government records custodians work diligently to care for the records created and received in their offices and understand the contents and usage of the records in their office or agency; and

NOW, THEREFORE, I, Mike Braun, Governor of the State of Indiana, do hereby proclaim April 1-30, 2025 as

RECORDS AND INFORMATION MONTH

in the State of Indiana, and invite all citizens to duly note this occasion.

*In Testimony Whereof, I hereto
set my hand and cause to be affixed the
Great Seal of State. Done at the
City of Indianapolis, this 12th
day of March the year of our
Lord 2025 and of the Independence
of the United States 249.*



BY THE GOVERNOR:

Mike Braun

FYI, Proclamations bestowed on your office are covered under Record Series GEN 10-04, but if you want to retain them longer, you can. What you receive is considered a duplicate, the Copy of Record belongs to the Governor's Office.

RIM Topic of the Month: Text, Email, & Social Media as Public Record

Did you know that work-related texts, emails, and social media posts are considered public records - even if sent from personal devices? As digital communication continues to grow, it's more important than ever to understand how these records must be managed. Properly managing and retaining these records is essential for compliance and transparency in your office's operations.

With that in mind, here are some key points to remember:

Texts:

- Work-related texts are public records, even on personal devices.
- Avoid using texts for major decisions or sensitive matters.
- Save and store relevant texts securely in accordance with retention schedules.

Emails:

- All work-related emails are public records, regardless of the account used.
- Minimize personal use of work email.
- Organize and retain emails based on content, following the appropriate retention schedule.

Social Media:

- Posts from official accounts or any account used to distribute office information are public records if the content is both unique and falls under a retention schedule.
- Have a plan for moderating, capturing, and retaining content.
- Regularly archive posts and comments in a secure, backed-up location.

Best Practices:

- Treat all work-related communications as potential public records.
- Refer to your office's [retention schedule](#) or the [County/Local General \(GEN\) Retention Schedule](#) for proper management.
- Store records securely and ensure they are easily retrievable.

By following these best practices, you can help ensure compliance and keep public records properly managed and accessible. For more details on managing, organizing, and storing electronic records, be sure to explore our [Electronic Records Guidelines](#).

Have questions? Reach out to County/Local Records Management program at cty@iara.in.gov or Electronic Records program at erecords@iara.in.gov. We're here to help you stay informed, compliant, and organized!

April Records Custodians Chat

Our next Records Custodians Chat will be happening on the 30th.

Meeting Information

Date: April 30th

Time: 11 a.m. to 11:30 a.m. EST

Place: Microsoft Teams

About the Meeting

This 30-minute meetup is an informal setting in which to ask questions or talk about records management concerns; normally I'll begin by introducing any IARA colleagues attending, talk a bit about the topic of the monthly bulletin and make any announcements, then open things up for questions and discussion.

I've included an agenda to help keep ~~me~~ us all on topic, so there'll be plenty of time for your questions and records management discussion once Amy remembers to click Mute!

Adding Yourself to the Meeting Invite List

✉ Desktop Outlook

- Save the attached [.ics Outlook meeting file] file to your desktop.
- Make sure Outlook is open.
- Double-click the .ics file.
- Outlook will open it up as a traditional meeting invitation.
- Click "Accept" to add it to your calendar.
- Because this meeting is recurring, you should never have to add yourself again.

✉ Outlook on the Web

- Save the attached [.ics Outlook meeting file] file to your desktop.
- In your web version of Outlook, go to the Calendar page.
- Choose "Add Calendar," then in the left pane, "Upload from file."
- Click "Browse" and find the .ics file, then click "Open."
- Choose a preferred calendar from the dropdown list. (Even if you only have one.)
- Click "Import."
- Outlook will add the meeting to your calendar.
- Because this meeting is recurring, you should never have to add yourself again.

Meeting-Up in MS Teams

Are you new to using Microsoft Teams? No worries, IARA can help you navigate.

MS Teams is a collaboration app that many state agencies are now using to stay organized and have conversations with colleagues inside and outside of the agency.

But if your agency doesn't use Teams? No worries. You don't need to have the software installed on your computer to participate in a Teams call.

To Join the Meeting By Phone

1. **Dial [your meeting number]** at the designated meeting time, then enter this PIN when prompted:
[your meeting PIN]
2. We'll let you into the meeting.

To Join the Meeting by Computer

1. **Click [your meeting link]here[/your meeting link]at the designated meeting time.**
2. A new tab or window will open in your default web browser. From there:
 - Choose the option to join on the web if you don't normally use Teams, then click "Join now."
 - Join through your desktop or mobile application if you're familiar with using Teams and would prefer that to the web version.

If you have other questions about how to use Teams, or about the meetup, just contact me and we'll figure things out together!

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AMY CHRISTIANSEN

Records Management Liaison

Indiana Archives and Records Administration

o: 812-929-3882

e: achristiansen@iara.in.gov

w: www.in.gov/iara

a: 402 W Washington St, Room W472, Indianapolis, IN 46204

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