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COUNTY/LOCAL RECORDS MANAGEMENT **RECORDS CUSTODIAN NEWSLETTER**

CTY@IARA.IN.GOV; WWW.IN.GOV/IARA

April 2026

Thank you for reading the March bulletin!

Last Month's Bulletin

In the March 2026 bulletin, discussion topics included the RIM Orientation Packet, County Commission on Public Records 5-15-6-1, CCPR Member Survey, Indiana State Archives Access and Hours for New Building Survey, New Building Information, Regional Trainings coming to Henry County on 4/17!, and the Topic of the Month was Data vs. Public Record.

To view the previous years' worth of email bulletins, see the [RIM Bulletins Archive](#) webpage.

RIM Orientation Packet!



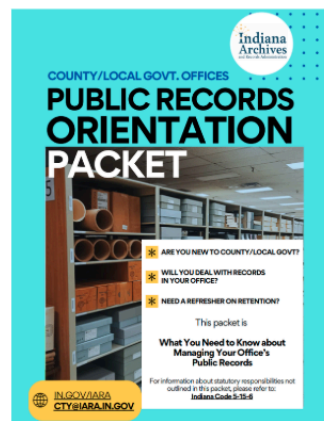
The Records & Information Management Orientation Packet is designed for

- new employees,
- those who deal with records in their office, and
- if you need a refresher on records and information management.

This packet is a condensed version of the County/Local Records Custodian Handbook.

Want to Give Feedback?

If your county/local government office has any constructive criticism or feedback on the Packet that will help us improve it, please email cty@iara.in.gov.



County Commission of Public Records (CCPR) & Indiana Code 5-15-6-1

What is the CCPR? A commission with a Secretary and Chairperson that collect destruction paperwork for inclusion in meeting minutes, approve other destruction/transfer paperwork when submitted, and meet once per calendar year.

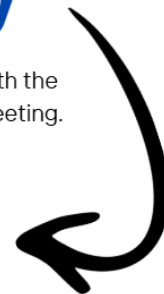
Who are the members? The Circuit Court Judge, County Clerk, County Recorder, Board of County Commissioners President, County Auditor, Superintendent of Schools for the School District of the County Seat, and either the City Controller or Clerk-Treasurer. Designees or proxies allowed.

Why is this important? To encourage, support, and remind other government offices in the county to follow retention schedules, complete the proper destruction paperwork, and abide by Indiana Code which safeguards our public records.

See the **County Commission of Public Records** webpage for more information or reach out via email to cty@iara.in.gov.

CCPR Member Survey

This survey is to help IARA better understand how to assist counties with the statutory requirement of the County Commission of Public Records meeting.

A screenshot of a web survey form titled "County Commission of Public Records Survey". The form includes a title, a brief purpose statement, and a question: "1. Did your county have a CCPR meeting in 2020?". Below the question are two radio button options: "Yes" and "No". A green "Next" button is visible at the bottom left of the form.

New Building Information

As part of IARA's upcoming move to a new building, **the Indiana State Archives will temporarily pause acceptance of physical records beginning May 1.** Offices with questions or concerns can contact the State Archives at arc@iara.in.gov. We are happy to collaborate with you to help ensure this transition works for your operations. Additional details and timelines will be shared as they become available. Thank you for your patience as we work to ensure a smooth transition to the new building.



Regional Training coming to La Porte County, 6/12!

In 2026, I will be doing 7 regional visits across the State of Indiana to be more accessible for you all in the counties.

- February 26:** Parke County (West Central)
- April 17:** Henry County (East Central)
- June 12:** La Porte County (Northwest)
- July:** Vanderburgh County (Southwest)
- August 6:** Bartholomew County (Southeast)
- October 30:** Whitley County (Northeast)
- December:** Marion County (Central)



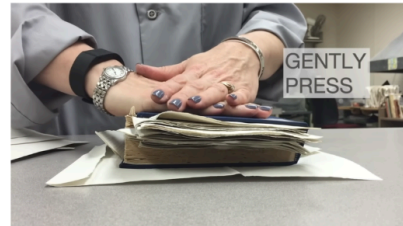
If you'd like to register for a regional training, please email cty@iara.in.gov.

State Form 52408 Microform Transmittal and Receipt Revisions

Recently, IARA revised some of its procedures for the State Form 52408 or Microform Transmittal and Receipt. The major revision is that both state agencies and county/local government offices will complete the form and send it to the Indiana State Archives via email, arc@iara.in.gov. Previously, counties would send it to the Records Management division via email, cty@iara.in.gov. To stream the processes, it will all now go to the Indiana Archives.

Wet Book Rescue!

The Syracuse University Library's Department of Preservation and Conservation created this video that demonstrates how to rescue a book that has been water damaged and is still wet. Videos like these were developed for in-house training and with classes at the University's school of information studies.



April is Records & Information Management (RIM) Month!



What is Records & Information (RIM) Month? It's a way to...

1. increase knowledge about the importance of maintaining records to make government more efficient,
2. connect you with resources that can help, and
3. spread that knowledge!

🌸 SPRING CLEANING! 🌸

For April 2026 RIM Month we are focusing on records clean up. From good email management skills to helping agencies and offices understand their retention schedules, RIM will be offering helpful tips to help you stay on top of your records!

Topic of the Month: Review of Destruction & Transfer State Forms

Let's review the destruction & transfer state forms you may use as a county/local government office:

STATE FORM 44905

NOTICE OF DESTRUCTION OF COUNTY/LOCAL GOVERNMENT RECORDS IN ACCORDANCE WITH AN APPROVED RETENTION SCHEDULE

When do I fill out this form?: When records on the retention schedules say you can destroy them and they've met the retention period.

Will IARA review my form?: Yes, IARA will review your form before destruction to verify the record series # and date range meets the retention period. Email it to cty@iara.in.gov.

What do I do with the form once completed?: Once the records are destroyed and you completed the form, you will send one (1) copy to the secretary of your CCPR for inclusion in their next meeting minutes AND you will retain one (1) copy for your records permanently. If you have any questions about the NOD form before destruction, contact cty@iara.in.gov.

STATE FORM 30505 (PR-1A)

REQUEST FOR PERMISSION TO DESTROY CERTAIN PUBLIC RECORDS

When do I fill out this form?: When you would like to destroy records NOT on a retention schedule or severely damaged records.

STATE FORM 57236 (PR-1B)

REQUEST FOR PERMISSION TO TRANSFER CERTAIN PUBLIC RECORDS

When do I fill out this form?: When you would like to transfer (scheduled or non scheduled) records to the Indiana Archives or an active genealogical or historical entity of the county or transfer back to the originating office.

Contact the Indiana Archives and Records Administration at cty@iara.in.gov before filling out these forms.

- Both forms have 6 Parts to be completed, 5 Parts to be completed by the office, IARA, and an active genealogical or historical entity of the county. Then, submit the form to the CCPR and Part 6 will be completed when it is approved.

April 2026 Record Custodians Chat

Our next Records Custodians Chat will be happening on April 29th.

Meeting Information

Date: April 29th
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. There will be an agenda sent out via email the morning of the meeting.

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 me, 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, please reach out!

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