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

[CTY@IARA.IN.GOV](mailto:CTY@IARA.IN.GOV); [WWW.IN.GOV/IARA](http://WWW.IN.GOV/IARA)

# August 2026

**Thank you for reading the July bulletin!**

## Last Month's Bulletin

In the July 2026 bulletin, discussion topics included the RIM Orientation Packet, County Commission on Public Records 5-15-6-1, CCPR Member Survey, New Building Information, 8/6 Regional Training in Bartholomew County!, Online Recorded Training for SWCDs, and the Topic of the Month was Updates for Assessing Officials, Cities & Towns, & Public Libraries.

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

## **RIM Orientation Packet!**



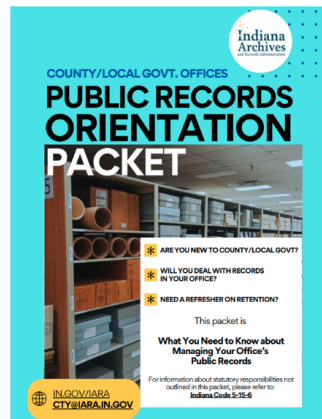
The Records & Information Management Orientation Packet is designed for

- 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](mailto: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 collects destruction paperwork for inclusion in meeting minutes, approves other destruction/transfer paperwork when submitted, and meets once per calendar year.

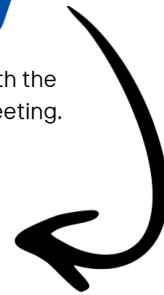
**Who are the members?** The Circuit Court Judge, County Clerk, County Recorder, Board of County Commissioners President, County Auditor, Superintendent of Schools for the School District of the County Seat, and either the City Controller or Clerk-Treasurer. Designees or proxies allowed.

**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](mailto: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-based survey titled "County Commission of Public Records Survey". The survey is from IARA and asks for contact information. It includes a question: "1. Did your county have a CCPR meeting in 2022?" with radio button options for "Yes" and "No". A "Submit" button is at the bottom.

## 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](mailto: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.



# 10/30 Regional Training in Bartholomew County!

In 2026, we 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 24:** Vanderburgh County (Southwest)  
**August 6:** Bartholomew County (Southeast)  
**October 30:** Whitley County (Northeast)  
**December 18:** Marion County (Central)

If you'd like to register for a regional training, please email [cty@iara.in.gov](mailto:cty@iara.in.gov).



## Mailing Address Change!

If you plan to physically mail anything to IARA such as CCPR minutes or NOD forms, use this new address:

**100 N Senate Ave  
Suite N045  
Indianapolis, IN 46204**

*\*This address will change again in the fall.\**



## Topic of the Month: Migrating records from obsolete media to your current systems

While the contents of a record may be permanent, the file format and/or media on which it is stored is not. File formats and media can become obsolete quickly due to technology advancements and turnover which causes your electronic records to become unusable or unconvertible at a rapid rate. In accordance with retention schedules approved by the Oversight Committee on Public Records, some electronic records may need to be retained by an office permanently. Even electronic records which do not need to be retained permanently may require a higher level of planning than you may be accustomed to with paper records due to the ever-changing nature of technology.

To help ensure continued accessibility, files need to periodically be migrated from one format to another, or from one storage device to another. It is important to familiarize yourself with file format best practices and the manufacturer of any media you are migrating so you can ensure accuracy according to approved specifications.

### File Format Migration

Format migration is the practice of converting an electronic file to a different standard file type to circumvent obsolescence. When migrating files to a new file format, best practice is to select a format which is:

- o Non-proprietary and in common usage
- o Uncompressed; compression is unavoidable, format should be lossless
- o Adherent to an open, documented standard
- o Interoperable among diverse platforms and applications
- o Fully published and available royalty-free
- o Developed and maintained by an open standards organization where applicable

If you must use proprietary formats, please select ones which are well supported and in common, widespread use. See the Electronic Records Guidelines, the section on File Formats for specifics.

### Media Migration

Media migration is the practice of copying records from one physical media carrier to another for preservation.

When migrating files to a new storage device, ensure you understand the lifespan of the device by reading the manufacturer's specifications and reviews of the device. Physical media formats such as disks, CDs, SD cards, and magnetic tape may require further review by IARA prior to transmittal by for potential preservation issues. Your office may also be required to convert or migrate records if they have not been held in an acceptable modern format. Depending on how files will be transmitted, you may be asked to run a virus scan and submit proof of virus-free files prior to submission.

**If you have questions or concerns about file formats or the migration process, please contact the Electronic Records division of IARA, [erecords@iara.in.gov](mailto:erecords@iara.in.gov).**

## August 2026 Record Custodians Chat

Our next Records Custodians Chat will be happening on August 26th.

### Meeting Information

Date: August 26th  
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!

**AMY CHRISTIANSEN****Records Management Liaison****Indiana Archives and Records Administration**

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