

To view this email as a web page, click [here](#).



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

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

February 2026

Thank you for reading the January bulletin!

Last Month's Bulletin

In the January 2026 bulletin, discussion topics included the RIM Orientation Packet, Did your County have its Commission on Public Records Meeting in 2025?, Who is your 2026 CCPR Secretary & Chairperson?, Indiana State Archives Access and Hours for New Building Survey, Regional Trainings coming to a County near YOU!, and the Topic of the Month was 2026 IARA Goals.

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

RIM Orientation Packet!



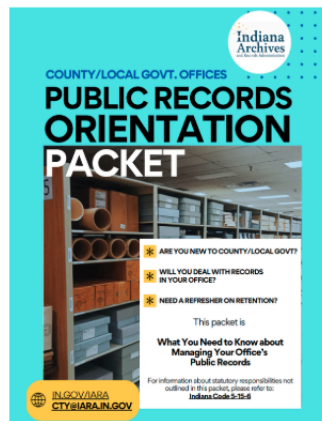
The Records & Information Management Orientation Packet is designed for

- 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.

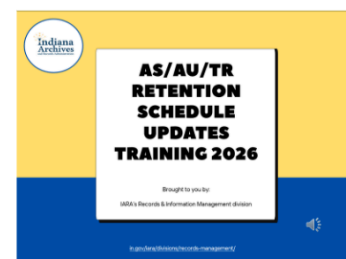
A screenshot of a web survey titled "County Commission of Public Records Survey". The survey asks respondents to provide contact information and answer a question: "1. Did your county have a CCPR meeting in 2021?". There are radio buttons for "Yes" and "No", and a "Submit" button at the bottom.

Training Video for the AS/AU/TR Retention Schedule Updates

The training video is roughly 51 minutes long and is divided into 3 sections:

1. Retention Schedules and Record Series (4:32)
2. AS/AU/TR Retention Schedule Updates (22:59)
3. If You Can Destroy Records...(34:37)

If you have any questions on the updates, email cty@iara.in.gov.



Attn Public Libraries: Evergreen System

Recently, we have received questions from public libraries regarding the data from application records they are inputting into the Evergreen system. In order to understand the system better, we reached out to the Indiana State Library and Evergreen. We found out that the Evergreen Indiana Library Consortium is a resource sharing initiative and they do not store or retain public records in their system which means you all as public libraries will need to retain public records somewhere outside of the Evergreen system. If you have any questions, reach out to cty@iara.in.gov.



Indiana State Archives Access & Hours for New Building Survey

The Indiana State Archives is trying to determine what days and hours they should be open when they move into their new downtown building later this year. **Would you all take this five-minute survey in order to advise them on improving access?** Thanks much!

Regional Trainings coming to Parke County on 2/26!

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.

Topic of the Month: Preventing & Dealing with Damage to Public Records Video

Over the years, I've had a lot of questions regarding damage to public records and what agencies or offices need to do to prevent or deal with damage, so this video was born! Roughly 44 minutes long and covers:

- Proper storage guidelines (paper & electronic)
- Damage prevention tips
- Safety protocol
- Unsalvageable vs. salvageable
- Types of damage (mold, light, acid, neglect, etc.)
- Definition of severe damage
- Reporting severe damage to IARA
- Destruction procedures

Questions? Email rmd@iara.in.gov or cty@iara.in.gov



February 2026 Record Custodians Chat

Our next Records Custodians Chat will be happening on February 25th.

Meeting Information

Date: February 25th
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

812-929-3882

achristiansen@iara.in.gov

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

This message was sent to you because you are the Secretary of your county Commission of Public Records (County Clerk or Recorder), or you are a county/local records custodian who has requested to be added to this list. If you no longer wish to receive these messages, please let us know at cty@iara.in.gov, and we'll remove you from our distribution list.

This email was sent by: Indiana Archives and Records Administration
402 W. Washington Street W472, Indianapolis, IN, 46204 US

Privacy Notice

Manage Preferences

Unsubscribe