Indiana Archives
and Records Administration

County/Local Records Management
e-mail: cty@iara.in.gov web: in.gov/iara/

July Record Custodians Newsletter

Thank you for Attending June's Monthly Chat!

Last Month's Bulletin

In the June 2025 bulletin, the main discussion topic was the new RIM Orientation Packet, see more information below.

To view the previous' years' worth of email bulletins, see the RIM Bulletins Archive webpage.

New Publication: 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.

Coming Soon: Retention Schedule Revision & AS/AU/TR Taskforce

IARA is creating a taskforce of RIM staff and county assessors, auditors, and treasurers to discuss their 3 schedules, their records, and what revisions are needed.

You know more about your records than I do and IARA needs that knowledge to revise 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 you can't participate but know someone else that would be a good fit, please forward this information.

If I say yes, what is the commitment level on the taskforce? The taskforce will meet once a month via Microsoft Teams for an hour. The meetings may vary but the basis of the taskforce is to review the schedules and see what needs to be revised, 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 as county assessors, auditors, and treasurers.

If you have any other questions about the AS/AU/TR taskforce or the schedules revisions, please email cty@iara.in.gov.

Attention: Fire Departments

On January 1st, 2026, the National Fire Incident Reporting System (NFIRS) will no longer exist and is being replaced with the National Emergency Response Information System (NERIS). See the NERIS Explanation and Fact Sheet document for more details.

Currently, NFIRS houses fire incident reports for all fire departments nationwide. The U.S. Fire Administration (USFA) will guide state agencies and local fire departments on successfully accessing and downloading historical NFIRS data. See Transition document for more information.

If county/local fire depts *only* retain their incident report records in NFIRS, they would need to retrieve the records from NFIRS and retain in another location such as NERIS. ***IARA recommends that fire departments begin retrieving records from NFRIS well before the Jan 1, 2026 deadline as a safety precaution.***

Fire incident reports are covered under record series # PSA 23-03 on the Public Safety Agencies (PSA) retention schedule. The retention is DESTROY seven (7) years after incident.

With the 7-year retention, it means as of January 2, 2026, you will need to retain records from 12/2018 and after. Reports from 11/2018 or before can be destroyed/deleted using the SF44905 Notice of Destruction form.

Why is NFIRS being sunsetted? Because it is outdated and vulnerable to cybersecurity risks. Review the What You Need to Know document.

How do I prepare for NERIS? See Onboarding document for more information.

Where can I get more information on NERIS? https://fsri.org/programs/neris

Fire departments, if you have any questions or concerns once NERIS is live, please reach out to IARA at cty@iara.in.gov.

Topic of the Month:

Severe Weather, Disaster Prevention & Records Management

Summer months usually bring severe weather which can impact public records. As county/local record custodians, here are some tips on disaster prevention and other ways to safeguard your government office's records and information from severe weather and other potential disasters.

Heat: Avoid heat sources like radiators and high temperature storage which damage or cause potential fires.

Infestation: Avoid kitchens, eating areas, and food storage zones to minimize rodent and insect infestations.

Light: Avoid direct sunlight, exterior windows, or fluorescent light to minimize fading.

Temperature & Humidity: Avoid basements and attics with extreme climates, poor air circulation, and moisture issues.

Water: Avoid water sources such as A/C units or pipes to prevent mold and mildew.

These tips came from the <u>Disaster Prevention Poster</u>. Feel free to download this poster and display it in your offices for easy access.

For other information, see the IARA webpage, <u>Preservation & Disaster Resources</u>

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

Meeting Information
Date: July 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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