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

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# June 2026

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

## **Last Month's Bulletin**

In the May 2026 bulletin, discussion topics included the RIM Orientation Packet, County Commission on Public Records 5-15-6-1, CCPR Member Survey, New Building Information, Regional Training coming to La Porte County, 6/12!, Forms W-2, W-4, & 1099s?, and the Topic of the Month was A Question a Day keeps the Level 6 Felony Away!

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

## **RIM Orientation Packet!**



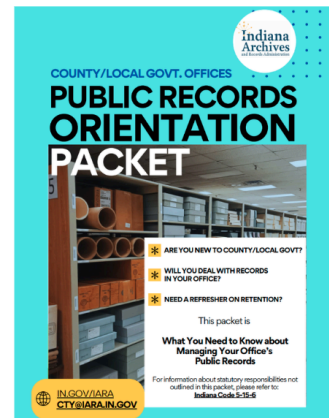
The Records & Information Management Orientation Packet is designed for

- 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.

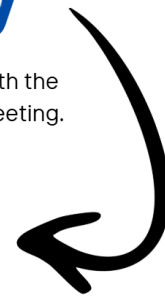
See the **County Commission of Public Records** webpage for more information or reach out via email to [cty@iara.in.gov](mailto:cty@iara.in.gov).

## 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.



The screenshot shows a survey form titled "County Commission of Public Records Survey". It includes a question: "1. Did your county have a CCPR meeting in 2023?". There are two radio button options: "Yes" and "No". A "Submit" button is visible at the bottom 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](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.



## 7/24 Regional Training in Vanderburgh 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 ?:** Marion County (Central)



The flyer is titled "RECORDS TRAINING" and is for the date "07.24.2026". It is offered "FREE FOR ANY COUNTY/LOCAL OFFICE!". The training covers records & information management, destroying and transferring records, permanent & critical records, electronic records, digitization projects, and learning about the County Commission of Public Records. Other benefits include a Q&A session & 1:1 discussions. The training is held at the Evansville Vanderburgh Public Library - Central Branch, 200 SE Martin Luther King Jr Blvd, Evansville, IN 47713. The training times are 10:30 a.m. - 12:30 p.m. CST / 11:30 a.m. - 1:30 p.m. EST. The flyer lists who should attend: Elected Offices, Public Libraries, Local Health Depts., Cities & Towns, Planning & Zoning Depts., Township Trustees, K-12 Public Schools, and Public Safety Agencies. An RSVP deadline is set for Monday, July 20, with limited space available. A starburst graphic says "LEADS & OTHER CREDITS AVAILABLE!".

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

# Topic of the Month: Elected Offices, please leave the Records out of the Rivalry

In my six years in this position, I have heard from counties that elected officials sometimes take or feel ownership over the records created during their tenure in office. In some cases, when their term is over and they are leaving office, the official might take the records with them. Reasons to do this may include but are not limited to: because they want to negatively impact the incoming elected official who happens to be with a different political party, to do what they think is safeguarding the records, to destroy incriminating records related to themselves, or a myriad of other reasons.

The public records belong to the office, not the individual elected to the office no matter that person's feelings towards the records. And as public records, they need to remain in the public government office's purview.

**Records Custodian:** Any employee of an Indiana county or local governmental entity who has been assigned the responsibility of managing the public records created or received by their office.

**Public Record:** A public record is any piece of recorded information that is created or received by your office and documents the activities of your office no matter what media it's recorded on or format it's recorded in.

**Indiana Code 5-15-6-8 and the Level 6 Felony:** A public official or other person who recklessly, knowingly, or intentionally destroys or damages any public record commits a Level 6 felony unless:

- (1) the commission shall have given its approval in writing that the public records may be destroyed;
- (2) the commission shall have entered its approval for destruction of the public records on its own minutes; or
- (3) authority for destruction of the records is granted by an approved retention schedule established under this chapter.

So, elected officials, please leave the records out of the rivalry and do right by the records which is leaving them with the government office. It is your legal responsibility to prove public accessibility to those records.

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## June 2026 Record Custodians Chat

Our next Records Custodians Chat will be happening on June 24th.

### Meeting Information

Date: June 24th  
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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