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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)

**March 2026**

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

## **Last Month's Bulletin**

In the February 2026 bulletin, discussion topics included the RIM Orientation Packet, County Commission on Public Records 5-15-6-1, CCPR Member Survey, Training Video for the AS/AU/TR Retention Schedule Updates, Attn Public Libraries: Evergreen System, Indiana State Archives Access and Hours for New Building Survey, Regional Trainings coming to Parke County on 2/26!, and the Topic of the Month was Preventing & Dealing with Damage to Public Records Video.

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

## **RIM Orientation Packet!**



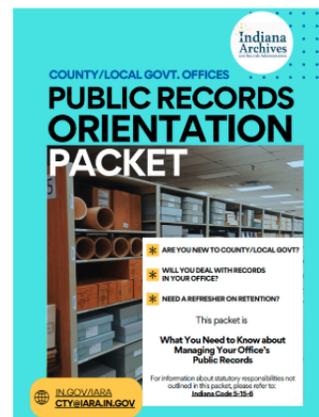
The Records & Information Management Orientation Packet is designed for

- 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 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](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 brief introduction 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 "Submit" button is visible at the bottom of the form.



## 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!

## 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.



## Regional Trainings coming to Henry County on 4/17!

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](mailto:cty@iara.in.gov).

## Topic of the Month: Data vs. Public Record

Data and records are terms that are often used interchangeably. It can be hard to separate them and understand our responsibilities as records custodians. Let's define these, explain where they overlap and where they differ, and how to manage your data responsibly.

**Data:** Data is defined by ARMA International as, "symbols or characters that represent raw facts or figures and form the basis of information." Data must be organized in order to be usable. Raw data on its own is devoid of context and has no meaning.

**Records:** As you may have heard many times, public records are any piece of recorded information, regardless of medium or format, created or received in the course of government business and which belongs to the public.

**Data and Records Management:** Managing data from a records management perspective can seem daunting at first. Many times, the first instinct is to save an entire database forever, or to want to transfer the entire contents of a database to the State Archives. However, if you look at data as the building blocks that create records, it becomes much simpler.

**When we look at data as building blocks, there are essentially 3 questions we need to ask ourselves:**

1. How long will this data be needed for business use?
2. Does the data fall under a record series on a retention schedule your office follows?
3. Is there historic value to the data?

**Some common business uses of data are reporting, decision making, program development, KPI reporting, APRA requests, and information or research requests.** If you determine, for example, that you will need to build reports from your database for as long as your office exists then you will want to plan to manage your database permanently. While you may not need to maintain all of the data within the database permanently, you will want to ensure that you can always access the data you do need in the format in which you need it.

To determine if data may fall under a record series, check all retention schedules that your office follows. This may include your office specific schedule and/or the County/Local General Retention Schedule. If you find that the data your office creates does fall under a record series, but the retention period or description are not accurate because of changes to how you are generating or using the data, please reach out to [cty@iara.in.gov](mailto:cty@iara.in.gov).

**Not all data, or databases, are historically significant.** Some data may not need to be retained permanently, while some data may contain what we refer to as a "historic sub-set" that should be retained permanently. Some data may be historically significant, but may also be aggregated at the State level which can affect your responsibilities. For example, marriage data is reported by County Clerks to the State's aggregated database which is called INcite and is managed and maintained by the Indiana Supreme Court. In this example, the Indiana Supreme Court has responsibility for the aggregated data they maintain for all 92 counties, and County Clerks have responsibility for any data or records that fall under record series CL 13-01: Marriage Records.

We hope this brief dive into data and records was helpful. If you have questions about how data and records intersect, please don't hesitate to reach out: [cty@iara.in.gov](mailto:cty@iara.in.gov).

# March 2026 Record Custodians Chat

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

## Meeting Information

Date: March 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!

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