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

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# May 2026

Thank you for reading the April bulletin!

## Last Month's Bulletin

In the April 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 Trainings coming to La Porte County on 6/12!, State Form 52408 Microform Transmittal and Receipt Revisions, Wet Book Rescue!, April is Records & Information Management (RIM) Month!, and the Topic of the Month was Review of Destruction & Transfer State Forms.

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

## RIM Orientation Packet!



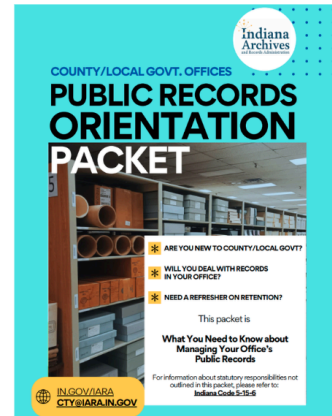
The Records & Information Management Orientation Packet is designed for

- 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.

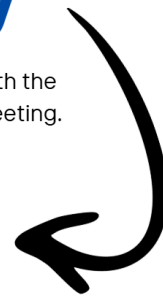
See the **County Commission of Public Records** webpage for more information or reach out via email to [cty@iara.in.gov](mailto:cty@iara.in.gov).

## 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?" with radio button options for "Yes" and "No". A "Submit" button is visible 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.



## Regional Training coming to La Porte County, 6/12!

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)



**Indiana Archives RECORDS TRAINING**  
FREE FOR ANY COUNTY/LOCAL OFFICE!

A training on records & information management, destroying and transferring records, permanent & critical records, electronic records, digitization projects, & learning about the County Commission of Public Records. Other benefits include a Q&A session & 1:1 discussions.

**06.12.2026** Who Should Attend:

- District Offices
- Public Libraries
- Local Health Dep'ts.
- Clerk & Treas.
- Planning & Zoning Dep'ts.
- Township Treasurers
- In-City Public Schools
- Public Safety Agencies

📍 2 - 4 p.m. CST/ 3 - 5 p.m. EST  
La Porte County Public Library  
904 Indiana Ave  
La Porte, IN 46350

**RSVP**  
by Monday, June 8!  
Limited space available

**LETS GET OTHER CITIES AVAILABLE!**

[iara.in.gov](http://iara.in.gov) | (317) 229-2600

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

# Forms W-2, W-4, & 1099s?

We have had a lot of questions recently about how long to retain W-2s, W-4s, and 1099s. All county offices will follow the County/Local General (GEN) retention schedule and use Record Series # GEN 15-02 to retain these records. See the Record Series below:

GEN 15-02	INTERNAL REVENUE SERVICE AND INDIANA DEPARTMENT OF REVENUE FORMS  The governmental entity's original copy of forms filed with or issued by the United States Internal Revenue Service, or the Indiana Department of Revenue.	RETAIN for period required by the Internal Revenue Service or Indiana Department of Revenue, but for not less than six (6) years. DESTROY upon fulfillment of this retention period.
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## Topic of the Month: A Question a Day keeps the Level 6 Felony Away!

I was trying to come up with a topic of the month and thought: what if I share some of the questions I receive in a day, and give my answers to them? Hopefully these questions are helpful and will keep you all in the counties from a potential level 6 felony.

**- I work for a private school and we would like to cut down on our paper student files. What are we able to do?** The Indiana Archives & Records Administration doesn't have jurisdiction over private schools, we only manage county/local government units which are the public schools. AND, if you choose to, you may follow the retention requirements that the public schools do, see the Educational Institutions retention schedule.

**- If you could please advise the correct record series if my office receives an address notification from Federal Probation upon a prisoner's release or change of address.** The correct record series would be GEN 10-04 GENERAL FILES because this is correspondence between the Federal Probation and your sheriff's office and correspondence is covered under GEN 10-04.

**- When destroying documents that have met their retention requirements, is it recommended to scan and save digital copies "just in case," even if there is no legal obligation to do so?** No, it is not recommended. We recommend you destroy according to the retention requirements and that means when you fill out and complete the SF44905 form, you are destroying every single copy of that record ever in existence, it will be permanently deleted. And the NOD form will be your "just in case" legal document so if someone has legal questions as to why you don't have those records, you can provide your legal document, the SF44905 form, giving you permission to have destroyed those records when you did.

**- Could you clarify the difference between your department's role and that of Tom Jones? I want to ensure I'm directing my inquiries to the right person.** Yes! Tom Jones handles judicial records, and IARA handles non-judicial records. So, anything related to a court case goes to Tom, everything else goes to IARA. The mix up usually occurs with financial records, those are to be directed to IARA and you can always send the question to both of us!

**- Our town court ceased operations on 12/31/23. We would like some guidance on the boxes of receipts, credit card payments and bank records dating back to 2003. Do these records follow the same retention schedule as other municipal documents?** Yes, you would follow the County/Local General retention schedule. Expenditures can be destroyed after 10 years and an audit, use Record Series # GEN 10-11. You will need to fill out the SF44905 form to destroy the records.

# May 2026 Record Custodians Chat

Our next Records Custodians Chat will be happening on May 27th.

## Meeting Information

Date: May 27th  
Time: 11 a.m. to 11:30 a.m. EST  
Place: Microsoft Teams

## About the Meeting

This 30-minute meet-up 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:
  - o Choose the option to join on the web if you don't normally use Teams, then click "Join now."
  - o 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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