

# County/Local Retention Schedule Instructions

Indiana Archives and Records Administration (IARA)  
County/Local Records Management

**These instructions apply to all approved County/Local Records Retention Schedules.**

## 1) Reference the Appropriate Retention Schedule

Check your [office-specific Retention Schedule](#). If no Record Series applies, consult the [County/Local General Retention Schedule \(GEN\)](#). If no applicable record series is identified, contact IARA at [cty@iara.in.gov](mailto:cty@iara.in.gov) for assistance.

## 2) Copy of Record vs. Duplicate

- Copy of Record: The official version that fulfills all legal and retention requirements.
- Duplicate: Other versions that contain the same information that are not used to fulfill all legal and retention requirements.

Unless a Record Series says otherwise, duplicates may be destroyed at any time without permission.

## 3) Digitizing Records

Records may be digitized under [OCPR Policies 20-01](#), [Policies 20-02](#), and IARA's [Electronic Records Guidelines](#).

After verifying completeness and legibility, the digitized record may be used as the Copy of Record, and the original then is considered a Duplicate.

Destroy the digitized version (now the Copy of Record) only after:

- Meeting the retention period.
- Completing a [Notice of Destruction of County/Local Government Records \(SF 44905\)](#). (Once destroyed, send the completed form to the [County Commission of Public Records](#).)

## 4) Managing Permanent and Critical Records

It is a best practice to maintain a physical copy of Permanent Records. For Critical Records, it is a best practice to maintain two copies: a physical copy that acts as the Copy of Record and a second copy that can be in any of the following approved formats:

- Physical paper or electronic format.
- Verified microfilm (per 60 IAC 2).
- Verified digitized files (per OCPR Policies and Electronic Records Guidelines).

**Unsure if your record is scheduled? Need help?**

Contact [cty@iara.in.gov](mailto:cty@iara.in.gov) or (317) 232-3380.

## 5) Storage Options for Permanent and Critical Records

A Copy of Record may be stored:

- In the office of origin.
- With a trusted storage provider.
- In approved State/Federal Systems that meet standards and guarantee permanent access.

Store second copy separately to ensure continuity.

## 6) Managing Unscheduled Records

Before submitting forms for the destruction or transfer of unscheduled records, contact IARA for guidance. Approval is required prior to taking any action on unscheduled records.

## 7) Electronic Records Assistance

If you have questions about born digital records that are, or for help duplicating records electronically, contact the Electronic Records Program at [erecords@iara.in.gov](mailto:erecords@iara.in.gov).

## 8) Litigation Holds

No record may be destroyed or transferred if it is involved in or anticipated to be involved in:

- Litigation, Claims, Audits, Public Information Requests, and/or Administrative Reviews.

Destruction or transfer can only proceed after all related actions are fully resolved.

## 9) Additional Guidance

- Multiple Record Series: If a record fits multiple Record Series, follow the longest applicable retention period.
- Form Examples: Forms listed in Record Series descriptions are examples, not exhaustive.
- Item Numbers: Used for convenience and may vary in printed copies.
- State Forms: To document destruction or transfer.
  - [State Form 44905](#): To destroy records on a retention schedule.
  - [State Form 30505](#): To destroy unscheduled records or severely damaged records.
  - [State Form 57236](#): To transfer scheduled or unscheduled records to state or county/local entities.

**Please refer to the County/Local Records Custodian Handbook for additional information:**

<https://www.in.gov/iara/files/handbook-countylocalrecordscustodian.pdf>



# TRANSMITTAL OF PROPOSED / APPROVED RECORDS RETENTION AND DISPOSITION SCHEDULE

State Form 39443 (R9 / 04-25)

## Section 1: Description of Proposed Changes

An approved records retention and disposition schedule grants your agency the authority to transfer or destroy records on a continuing basis in accordance with IC 5-15-5.1-5.

Below is an executive summary of the revisions made to the retention and disposition schedule of the following agency or division:

County/Local General Retention Schedule (GEN)

Amending titles, descriptions, retention periods, and adding a new item.

## Section 2: Agency Approval of Proposed Changes

Please have your agency head or designee sign below to indicate approval of the proposed revisions. The proposed revisions will then advance to the next scheduled meeting of the Oversight Committee on Public Records (OCPR). You will be notified when OCPR has approved the revisions, and the schedule is finalized.

Return the signed form to the State Records Management Program at [rmd@lara.in.gov](mailto:rmd@lara.in.gov).

Agency head signature (or designee) and date

N/A; IARA acts as agency head

## Section 3: Oversight Committee on Public Records Approval of Proposed Changes

The Oversight Committee on Public Records met on 11/12/2025  
the following agency or division:

and approved this records retention and disposition schedule for the use of

County/Local General Retention Schedule (GEN)

Oversight Committee on Public Records Secretary signature and date

S. Charles Lighty



INDIANA ARCHIVES AND RECORDS ADMINISTRATION (IARA) – County/Local Records Management  
General Retention Schedule (GEN)

ITEM #	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
<b>ADMINISTRATIVE</b>			
1	GEN 10-01	<b>MINUTES</b> Official minutes of any county/local agency, board, commission, or of any division. Includes agendas and other supporting documents presented at the meeting. THIS IS A CRITICAL RECORD. Retention based on IC 5-15-5.1-5(a) (9), and IC 5-15-5.1-12.	PERMANENT and CRITICAL. See Retention Schedule Instructions for format and transfer options.
2	GEN 10-02	<b>COUNTY/LOCAL AGENCY, BOARD OR COMMISSION MEETING RECORDINGS</b> For offices, boards or commissions that record their meetings in audiovisual or electronic formats for the purpose of transcribing the minutes, and use the recordings to complete the minutes of the meetings.	DESTROY after relevant minutes are transcribed and approved.
3	GEN 10-03	<b>POLICY FILES - OFFICE HOLDERS, DEPUTIES, AND DIVISION DIRECTORS</b> These office files document substantive actions of administrative agency appointing authorities, deputy directors, and division directors. These records constitute the official record of an agency's performance of its functions and the formation of policy and program initiatives. This series may include various types of records such as correspondence, memos, and reports concerning agency policy and procedures, organization, program development and reviews. Disclosure of these records may be affected by IC 5-14-3-4(b) (6).	PERMANENT. See Retention Schedule Instructions for format and transfer options.
4	GEN 10-04	<b>GENERAL FILES</b> Any records that do not develop or document official office policy, do not fall under another general or office-specific Record Series, and are not subject to any known legislative, contract, or policy requirements that would require a longer retention period. Files may include, but are not limited to: staff responses to routine public inquiries, general information concerning an agency's events, programs, public notices, products and services, inspections, routine day-to-day office management activities and correspondence, electronic communications, and phone calls recorded for quality-assurance purposes.  Records may include information subject to various disclosure restrictions; if present, that information should be destroyed in a confidential manner.	DESTROY after three (3) years.
5	GEN 10-05	<b>LEGAL FILES</b> All records pertaining to litigation with the county/local government and all supporting documentation. Also includes investigation files and reports from agencies who investigate civil violations (including housing and employment discrimination). This includes the Notice of Tort Claim for Property Damage and/or Personal Injury, SF 54668, if a claim is brought against the political subdivision. (See Record Series GEN 14-01 if no claim is brought.) Disclosure of these records may be affected by IC 5-14-3-4(a) (1), (3), (6) and (8). Retention consistent with IC 34-11-2-4 and -6 and IC 35-41-4-2(a).	RETAIN in office five (5) years after exhaustion of litigation. TRANSFER records that have been determined by office of origination to have historical significance to the Indiana Archives for evaluation, sampling and weeding pursuant to archival principles. DESTROY remaining records.



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ITEM #	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
6	GEN 14-01	<p>NOTICE OF TORT CLAIM FOR PROPERTY DAMAGE AND/OR PERSONAL INJURY, SF 54668</p> <p>This form is included in Record Series GEN 10-05, if a claim is brought against the political subdivision. Retention based on IC 34-11-2-4.</p>	DESTROY after three (3) years if a claim is not brought against the political subdivision within the statute of limitations.
7	GEN 10-06	<p>LEGISLATIVE WORKING PAPERS</p> <p>Records created by a county/local agency related to proposals for new or amended ordinances, resolutions, statutes, or administrative rule(s). Disclosure of these records may be affected by IC 5-14-3-4(b)(6).</p>	PERMANENT. See Retention Schedule Instructions for format and transfer options.
8	GEN 23-10	<p>ORDINANCES</p> <p>The official record copy of an authoritative order, decree, or a piece of legislation enacted by a municipal authority. THIS IS A CRITICAL RECORD.</p>	PERMANENT and CRITICAL. See Retention Schedule Instructions for format and transfer options.
9	GEN 10-08	<p>DISASTER RECOVERY AND CONTINUITY PLANS</p> <p>The local government entity's copy of all Disaster Recovery / Continuity Plans, including those for electronic systems, as well as supporting documentation used in the development of the plans. Disclosure of these records may be affected by IC 5-14-3-4(b)(19).</p>	<b>Adopted Plans:</b> PERMANENT. See Retention Schedule Instructions for format and transfer options. <b>Supporting documentation for previous Plans:</b> DESTROY three (3) years after the adoption of the next Plan.
10	GEN 16-02	<p>BUSINESS APPLICATION LICENSES</p> <p>Includes all applications for licenses to operate specific categories of business, as determined by the county, city or town.</p>	DESTROY three (3) years after the date of license expiration.
11	GEN 20-01	<p>DOCUMENTATION OF PUBLIC RECORDS DISPOSITION</p> <p>All records regarding the transfer, destruction, or format conversion of county/local public records, whether located in the originating office, or in the office of the Secretary of the County Commission of Public Records.</p> <p>Files include but are not limited to: SF 44905, Notice of Destruction of County/Local Government Records in Accordance with an Approved Retention Schedule, SF 57798, Severely Damaged Records Request, SF 30505, Request for Exception to County/Local Retention Schedule or Permission to Dispose Of Non-Scheduled County/Local Public Records (PR-1), SF 52408, Microfilm Transmittal and Receipt, SF 48883, State Archives Transmittal and Receipt, or equivalent transfer form provided by a local historical entity.</p> <p>Also includes all records documenting the conversion of public records from one format to another while maintaining prescribed standards of quality. (Microfilming, imaging, digitization of audiovisual materials, etc.)</p>	PERMANENT. Maintain in office; these records may not be transferred to the Indiana Archives unless requested by Indiana Archives staff. See Retention Schedule Instructions for format options.
12	GEN 23-04	MAIL AND PACKAGE DELIVERY RECORDS	DESTROY two (2) years after the month of mailing.



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ITEM #	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
13	GEN 23-07	<b>EDUCATION AND OUTREACH MATERIALS</b>  Records of non-staff training and presentations offered by an agency. (Staff training records fall under Record Series GEN 23-05.) May include registration and attendance records, handouts, PowerPoint slides, electronic course files, internal publications or newsletters, and other supporting documentation. If any of the materials handed out are an official publication of the agency, one (1) copy of that publication should be managed under Record Series GEN 20-03.	MAINTAIN records of any certifications granted for attending a training event until three (3) years after the certification expires. DESTROY all other materials three (3) years after presentation or outreach event.
14	GEN 23-09	<b>ELECTRONIC SYSTEM DOCUMENTATION</b>  System documentation and configuration records on active or legacy electronic systems managed by county/local government offices or contracted vendors.  This Record Series does not apply to data stored within a system, only the configuration and workflow information for the system itself. Records may include, but are not limited to: documentation of system requirements, fields, functions, workflow, backups, security, user access, requests for change, development history, and logs/reports on the status and activity of the system.	MAINTAIN system documentation file for the life of the system.  DESTROY individual documents in the file three (3) years after they have been updated or replaced.  DESTROY system logs/reports after three (3) months.
<b>ACCOUNTING &amp; FINANCE</b>			
15	GEN 10-10	<b>BASIC ACCOUNTING RECORDS - REVENUE</b>  ALL records and supporting documents for revenue accruing to a government office, unless those records are maintained under an office-specific Record Series with an equal or greater retention period. Records may include but are not limited to: receipts, quietus, cash register tapes, collections, fees, sales tax, public record copy requests, interdepartmental bills, transmittals, checks (for payments made to agency), records of deposit, special use or right of way permits, and all related books, ledgers, registers, journals & reports. May be created or received in paper or electronic format. Records which contain both revenue and expenditure information should be maintained under Record Series GEN 10-11. Retention based on IC 34-11-2-6.	DESTROY after six (6) years and after receipt of State Board of Accounts Audit Report and satisfaction of unsettled charges.



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ITEM #	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
16	GEN 10-11	<p><b>BASIC ACCOUNTING RECORDS - EXPENDITURES</b></p> <p>ALL records and supporting documents for expenditures both requested and completed, unless those records are maintained under an office-specific Record Series with an equal or greater retention period. Records may include but are not limited to: expenditure-related reports and ledgers, vouchers/claims and abstracts including Poor Relief, check/warrant registers, registers of Poor Relief claims, purchase orders, invoices, budgetary appropriations and allotments, requests for proposals, requisitions, invoices and expenditure receipts, proofs and/or certificates of publication, accounts payable records, bank statements, reconciliation records and reports, time cards, payroll records not covered under Record Series GEN 10-16, travel and motor pool records and requests, real estate purchases, requests for supplies, and usage logs for paid services such as communications, software, and technical support. Records which contain both revenue and expenditure information should be maintained under this Record Series.</p> <p>Disclosure of these records may be affected by IC 5-23-18-4, 26 USC 6103(n), 26 USC 7213(a) and 42 USC 405(c) (viii) (I, II, III and IV). Retention based on IC 34-13-1-1.</p>	DESTROY after ten (10) years and after receipt of State Board of Accounts Audit Report and satisfaction of unsettled charges.
17	GEN 10-16	<p><b>EMPLOYEE EARNING RECORD</b></p> <p>Applies ONLY to Form 99B (Employee's Earnings Record), or substitute formats containing the same information: records that document the work and earnings history of an individual employee. This form is prescribed and explained in the Indiana State Board of Accounts <i>Accounting And Uniform Compliance Guidelines Manual</i>. For all other payroll records including Form 99A (Employee's Service Record) and 99C (Employee's Weekly Work Period Earnings Record), use Record Series GEN 10-11.</p>	PERMANENT. See Retention Schedule Instructions for format and transfer options.
18	GEN 10-24	<p><b>INVESTMENTS/INSURANCE REGISTER</b></p> <p>Applies ONLY to Form 350 (Register of Investments), a log of all purchases and sales of investments by a governmental unit, and Form 351 (Register of Insurance), a register of all policies purchased and premiums paid by a governmental unit, or substitute formats containing the same information. These forms are prescribed and explained in the Indiana State Board of Accounts <i>Accounting And Uniform Compliance Guidelines Manual</i>. For all other investment and insurance records, use Record Series GEN 10-25.</p>	PERMANENT. See Retention Schedule Instructions for format and transfer options.
19	GEN 25-01	<p><b>ASSET LEDGERS</b></p> <p>Applies ONLY to Form 369 (General Fixed Asset Account Group Ledgers) and Capital Assets Ledgers, a log of all general fixed or capital asset accounts by a governmental unit.</p>	PERMANENT. See Retention Schedule Instructions for format and transfer options.
20	GEN 24-01	<p><b>GENERAL OBLIGATION BOND REGISTER</b></p> <p>Applies ONLY to Form 53 (Bond Register), a log of all general obligation bonds issued by a governmental unit. For individual bonds, use Record Series GEN 10-25 and for elected official bond register, use Record Series RE 10-28.</p>	PERMANENT. See Retention Schedule Instructions for format and transfer options.



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ITEM #	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
21	GEN 10-25	<b>BONDS, BIDS, CONTRACTS AND LEASES</b>  All contracts with vendors or other units of government, including investments, insurance policies, grants, liens, and elected official bonds. Records may include but are not limited to Form 115 (Bidder's Record) or its substitutes, working papers, supporting documents, and similar attachments used by the office in this process. This record series also applies to an administrative entity receiving revenue through a contract or lease. Retention based on IC 34-13-1-1.	DESTROY ten (10) years after expiration of the contract and after receipt of State Board of Accounts Audit Report and satisfaction of unsettled charges.
22	GEN 10-26	<b>BUDGETS - AS-SUBMITTED AND WORKING PAPERS</b>  Includes, but is not limited to: new programs requested, justifications, breakdown of money requested, estimates, reports, and public notice.	DESTROY after five (5) years.
23	GEN 15-02	<b>INTERNAL REVENUE SERVICE AND INDIANA DEPARTMENT OF REVENUE FORMS</b>  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.
24	GEN 16-05	<b>ANIMAL CARE AND CONTROL RECORDS</b>  Includes, but is not limited to: intake, animal adoptions, surrenders, euthanasia, and any other records related to the care of animals in the facility. Excludes revenue and expenditure records, which should be retained under Record Series GEN 10-10 and GEN 10-11.	DESTROY after three (3) years.
<b>PERSONNEL</b>			
25	GEN 10-27	<b>PERSONNEL FILES</b>  Records documenting the job history of agency workers, including full-time, part-time and temporary employees, paid or unpaid interns, and paid or unpaid volunteers. Records may include application for employment with the government unit, individual training or onboarding sessions, PERF forms, request for leave, performance appraisals, memos, correspondence, complaint/grievance records, miscellaneous notes, examination records, copies of employee tax documents, benefit elections, and public employee union information. Disclosure of these records may be affected by IC 5-14-3-4(b)(2),(3),(4),(6), and (8).	DESTROY ten (10) years after employee separates from service AND after verifying that employee name, job title or classification, employment dates, and rehire eligibility status have been added to a permanent log of former employees under Record Series GEN 20-02.
26	GEN 10-28	<b>EMPLOYEE MEDICAL RECORDS</b>  Typical record series could include Employer's Report of Injury, Report of Attending Physician, other medical information used to document work-related illnesses or injuries, and drug test results. Pursuant to United States Equal Opportunity Commission rules, this information "...shall be collected and maintained...in separate medical files..." Disclosure of these records may be affected by IC 5-14-3-4(a)(9), IC 5-14-3-4(b)(8) and 29 CFR 1630.14(b)(1).	DESTROY three (3) years after the employee leaves county/local government.



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ITEM #	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
27	GEN 23-05	<b>GENERAL PERSONNEL RECORDS</b>  This record series applies to personnel-related activities that are not specific to a single employee or do not mention specific employees at all. May include event planning and attendance, documentation of training and onboarding sessions, officewide calendars, and records of a similar nature. Disclosure of these records may be affected by IC 5-14-3-4 (b) (8).	DESTROY after three (3) years, and after any information pertinent to the work history of listed employees has been duplicated in their Personnel File (Record Series GEN 10-27).
28	GEN 10-30	<b>FAMILY AND MEDICAL LEAVE ACT OF 1993 RECORDS</b>  Records may contain applications for Family and Medical Leave (SF 48370 or its equivalent), and any information related to use of the Family and Medical Leave Act (FMLA). Disclosure of these records may be affected by 29 CFR 825.500(g). Retention based on 29 CFR 825.400(b).	DESTROY records after three (3) years if no other Record Series with a longer retention period applies to them. If records are part of another Record Series with a longer retention, follow the retention instruction for that Record Series.
29	GEN 10-31	<b>EMPLOYMENT APPLICATIONS-NOT HIRED</b>  Series includes applications from persons seeking employment who are not hired. Series also contains vacancy notices, job information bulletins, unsolicited resumes, rejection correspondence, examination material, drug test results, and other related materials. Disclosure of these records may be affected by IC 5-14-3-4 (b)(8)(b). Retention based on IC 4-15-2-15 (b)(4).	DESTROY three (3) years after the decision not to hire.
30	GEN 10-32	<b>EMPLOYEE HAZARDOUS EXPOSURE RECORDS</b>  Typical records could include employee exposure records and/or analyses using exposure or medical records. Disclosure of these records may be affected by IC 5-14-3-4(a) (9).	DESTROY thirty-five (35) years after employee termination.
31	GEN 10-33	<b>WORK-RELATED INJURIES AND ILLNESSES</b>  Includes OSHA Form 300: Log of Work-Related Injuries and Illnesses, OSHA Form 300A, Summary of Work-Related Injuries and Illnesses, and OSHA Form 301, Injury and Illness Incident Report, as well as any related reports, correspondence, and supporting documents. Disclosure of these records may be affected by 29 CFR 1904.29 and IC 5-14-3-4 (a) (3). Retention based on 29 CFR 1904.33.	DESTROY five (5) years after the end of the calendar year that the records cover.
32	GEN 20-02	<b>EMPLOYMENT LOGS</b>  Permanent list of previous employees including employee name, job title or classification, employment dates, and rehire eligibility status. May include Form 100R - Certified Report of Names, Addresses, Duties and Compensation of Employees.	PERMANENT. Maintain permanently within each government office. See Retention Schedule Instructions for format options.
<b>PUBLICATIONS</b>			
33	GEN 10-34	<b>OVERSIGHT COMMITTEE ON PUBLIC RECORDS APPROVED RECORDS RETENTION AND DISPOSITION SCHEDULES</b>  Contains a description of all records maintained by a county/local office, and specifies when and how they may dispose of their records.	DESTROY after replaced by revised schedule.





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General Retention Schedule (GEN)

ITEM #	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
34	GEN 10-36	<b>MATERIAL SAFETY DATA SHEETS (MSDS)</b>  These reports and data sheets are supplied by the manufacturer of hazardous chemicals and submitted to businesses and other organizations receiving and using the substances. One (1) report or MSDS is submitted for each chemical in accordance with federal OSHA requirements. General information, ingredients, physical data, fire and explosion hazard data and other precautions are listed to inform and protect individuals who use or are exposed to these substances and chemicals. Disclosure of these records may be affected by 29 CFR 1910.1020(f)(1) and (f)(2), and IC 5-14-3-4(a)(4). Retention based on 29 CFR 1910.1020(d)(1)(ii)(B).	DESTROY thirty (30) years after the date the substance was last received, used, or stored in the workplace.
35	GEN 20-03	<b>LOCAL GOVERNMENT PUBLICATIONS</b>  Publications issued by local government entities for external distribution to the public, legislators, or partner organizations, that are not solely for internal use. This Series may include various types of records such as reports, brochures, newsletters, guides, or studies, whether in print or electronic format. Consult IC 4-23-7.1-28 and Indiana State Library staff for information on voluntary transfer of additional copies to the state's publications depository.	PERMANENT: one (1) copy must be retained permanently; DESTROY additional copies when outdated or replaced. See Retention Schedule Instructions for format and transfer options.
36	GEN 20-04	<b>LOCAL GOVERNMENT ANNUAL REPORTS</b>  Reports documenting the annual activities of a local government entity, created by that entity for publication or submission to a regulatory body or higher government office. They may contain fiscal, narrative, or statistical information, depending on the activities documented. Consult IC 4-23-7.1-28 and Indiana State Library staff for information on voluntary transfer of additional copies to the state's publications depository.	PERMANENT: one (1) copy must be retained permanently; DESTROY additional copies when outdated or replaced. See Retention Schedule Instructions for format and transfer options.
<b>AUDIO, VIDEO &amp; GENERAL MEDIA</b>			
37	GEN 10-40	<b>MICROFILM DOCUMENTATION FILE</b>  A written documentation list created and maintained for the microfilm based on the approved retention schedule (60 IAC 2-2-3). See 60 IAC 2 for required contents of the file.	PERMANENT. See Retention Schedule Instructions for format options.
38	GEN 10-41	<b>PHOTOGRAPHS, VISUAL ART, VIDEO AND FILM</b>  Records include but are not limited to: Still or moving images created for or recorded at special events and activities, general circulation or special purpose periodicals, and intra-office news.	RETAIN permanently records of historical value in office; these records may not be transferred to the Indiana Archives unless requested. DESTROY all other records when no longer useful if no other Record Series applies. If records are part of another Record Series with a longer retention, follow the retention instruction for that Record Series. See Retention Schedule Instructions for format options.
39	GEN 23-08	<b>AERIAL PHOTOGRAPHS AND AREA MAPS</b>  Aerial photographs and maps created as part of various government office projects and surveys, which are not already included as part of a more specific office-specific or general retention schedule record series.	PERMANENT. See Retention Schedule Instructions for format and transfer options.



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ITEM #	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
40	GEN 10-43	<p>ROUTINE SURVEILLANCE RECORDINGS</p> <p>Disclosure of these records may be affected by IC 5-14-3-4(a) and IC 5-14-3-4(b) (1) &amp; (6).</p>	<p>DESTROY after 30 days without the necessity of filing a Notice of Destruction unless one of the following conditions occurs before that time period elapses:</p> <p>(1) If the agency receives notice, actual or constructive, that evidence of illegal activity was captured, TRANSFER records to Record Series PSA 17-33 and follow the appropriate listed retention.</p> <p>(2) If the agency receives notice, actual or constructive, that evidence was captured resulting in a timely notice of tort claim under IC 34-13-3-8, DESTROY three (3) years after action accrues.</p> <p>(3) If litigation occurs for which the record is admitted into evidence, the record becomes the responsibility of the court and is subject to Indiana Rules of Court, Administrative Rule 7.</p>
<b>INFRASTRUCTURE INFORMATION</b>			
41	GEN 23-06	<p>HISTORICAL DATA ON GOVERNMENT BUILDINGS AND PROPERTIES</p> <p>Records may include: proposal, funding and contract history, architect, engineer and contractor information, copies of drawings, plans, specifications, change orders, alterations and repairs, property maps, and other supporting historical information -- unless the information is determined to be CRITICAL INFRASTRUCTURE INFORMATION (Record Series GEN 10-47) or PROTECTED CRITICAL INFRASTRUCTURE INFORMATION (Record Series GEN 10-46).</p> <p>THIS IS A CRITICAL RECORD.</p>	<p>PERMANENT and CRITICAL. See Retention Schedule Instructions for format and transfer options.</p>
42	GEN 10-46	<p>PROTECTED CRITICAL INFRASTRUCTURE INFORMATION</p> <p>Information received by the County and/or local Emergency Management Agency and/or partner agencies including public safety, health, fire and emergency medical services, from the Indiana Department of Homeland Security and/or the US Department of Homeland Security pursuant to 6 USC 131-135 and 6 CFR 29 regarding the security of critical infrastructure and protected systems, analysis, warning, interdependency study, recovery, reconstitution, and related purposes. Records include correspondence, reports, assessments, strategies, grant applications, drawings, specifications, plans, and risk planning documents in paper or electronic form. Disclosure of these records is affected by 6 USC 133(a)(1)(A)-(E) and 6 CFR 29.8. Retention period is based on high security-level of information and its duplicate existence at the Federal level.</p>	<p>DESTROY when outdated or replaced by subsequent records received from the Indiana Department of Homeland Security and/or the US Department of Homeland Security.</p>



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43	GEN 10-47	<b>CRITICAL INFRASTRUCTURE INFORMATION</b>  Homeland security and counterterrorism records which may be intra-agency or interagency advisory or deliberative material (including material developed by a private contractor under a contract with a public agency). These may be expressions of opinion or of a speculative nature, and include: 1) administrative or technical information that would jeopardize a record keeping or security system, 2) computer programs, codes, filing systems, and other software, 3) portions of electronic maps entrusted to a public agency by a utility, and 4) school safety and security measures, plans, and systems, including emergency preparedness plans developed under 511 IAC 6.1-2-2.5. Records may include correspondence, reports, assessments, strategies, grant applications, drawings, specifications, plans, and risk planning documents in paper or electronic form, as further described in IC 5-14-3-4(b)(6), (10), (11), (18) and 19. Disclosure of these records may be affected by the previously listed statutes. Retention is based on a reasonable likelihood of threatening public safety by exposing a vulnerability to terrorist attack should records be improperly disclosed.	DESTROY when outdated or replaced.
<b>UTILITY RECORDS</b> (formerly on the Special Districts retention schedule)			
44	GEN 23-01	<b>UTILITY VOUCHER REGISTERS AND JOURNALS</b>  Includes Forms 302 and 303 (Water Utility Voucher Register Class A and B, short and long forms), Form 304 (Water Utility Journal Class C), and Form 309 (Wastewater Utility Journal). Formerly Record Series SD 10-03.	PERMANENT. See Retention Schedule Instructions for format and transfer options.
<b>SCIENTIFIC &amp; ENGINEERING RECORDS</b> (formerly on the Special Districts retention schedule)			
45	GEN 23-02	<b>SCIENTIFIC OR ENGINEERING RECORDS/ LABORATORY BENCH SHEETS AND OPERATION DATA</b>  Daily and monthly records. Formerly Record Series SD 10-09.	DESTROY three (3) years after information has been transferred to data summary sheet or final report.
46	GEN 23-03	<b>SCIENTIFIC OR ENGINEERING RECORDS/LAND AND OPERATION DATA</b>  Daily and monthly reports. Formerly Record Series SD 10-11.	DESTROY three (3) years after information has been transferred to final report.
<b>OBSOLETE RECORDS</b> (no longer created, but older records may still exist)			
47	GEN 10-44	<b>PERMANENT OBSOLETE RECORDS</b>  Chattel Mortgage Record [to 6/30/1935] Index to Chattel Mortgage Record [to 6/30/1935] Sire Lien Record [1889-1984] Stock Mark Record Apprentice Indenture Record PR-6 (Township Trustee ONLY) - Register of Poor Relief Claims Twp. PR-7 - Poor Relief Statistical Report Twp. Form 369 - General Fixed Asset Account Group SD Form 309A/B - Cash Journal, Municipal Sewage Utility (short & long forms) SD Form 329A/B - Sewage Utility Voucher Register (short & long forms) County Clerk's copy of Coroner's Inquest Verdict and Written Report of Death (copy sent to County Clerk prior to 7/1/1994)	PERMANENT. See Retention Schedule Instructions for format and transfer options.



INDIANA ARCHIVES AND RECORDS ADMINISTRATION (IARA) – County/Local Records Management  
General Retention Schedule (GEN)

ITEM #	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
48	GEN 10-45	<p>NON-PERMANENT OBSOLETE RECORDS</p> <p>Chattel Mortgage Minute Book [1 July 1935 - 30 June 1964] Index to Chattel Mortgage Receipts [1 July 1935 - 30 June 1964] Chattel Mortgage Receipts [1 July 1935 - 30 June 1964] Entry Book of Old-Age Pensions [1936-1945] Inheritance Tax Record [1913-1931] Fee Docket Premarital Examination Certificate [Confidential and NOT open to public inspection] Hunting and Fishing Report Twp. PR-1 - Application for Township Assistance Twp. PR-1A - Notice of Poor Relief Action Twp. PR-1B - Application for Additional or Continuing Township Assistance Twp. PR-2 - Purchase Order for Medical Relief Twp. PR-3 - General Purchase Order for Poor Relief Twp. PR-4 - Report of Medical Aid Rendered Twp. PR-7M - Mileage Claim for Poor Relief Investigation Twp. Form 7 - Estimate of Poor Relief Requirements Twp. PR-8 - Quarterly Poor Relief Report of Actual and Estimated Receipts</p>	DESTROY.



# INDIANA ARCHIVES AND RECORDS ADMINISTRATION (IARA) – County/Local Records Management General Retention Schedule (GEN)

## 2025 Record Series Update Overview

**THIS IS NOT PART OF THE RECORDS RETENTION SCHEDULE.** It is only a detachable overview of the updates that were made to the County/Local General Retention Schedule in November 2025.

**Not listed:** There were no changes to these Record Series.

**No background:** This Record Series contains updates.

**Dark Gray background:** This is a brand new item.

(Listed in the order in which they appear on the retention schedule to which this overview is attached.)

IF YOU USED TO USE RECORD SERIES...	NOW YOU SHOULD USE RECORD SERIES...
GEN 10-04	GEN 10-04 (But description language has been updated.)
GEN 20-01	GEN 20-01 (But description language has been updated.)
GEN 23-07	GEN 23-07 (But description language has been updated.)
GEN 10-11	GEN 10-11 (But description language has been updated.)
GEN 10-16	GEN 10-16 (But title and description language has been updated.)
GEN 10-25	GEN 10-25 (But description language has been updated.)
GEN 10-26	GEN 10-26 (But description language has been updated.)
GEN 10-27	GEN 10-27 (But description and retention language has been updated.)
GEN 20-03	GEN 20-03 (But description language has been updated.)
GEN 10-41	GEN 10-41 (But description and retention language has been updated.)
GEN 23-06	GEN 23-06 (But description language has been updated.)

NEW RECORD SERIES	CREATED FOR...
GEN 25-01	Asset Ledgers

### SUMMARY

**Amended:** GEN 10-04, GEN 20-01, GEN 23-07, GEN 10-11, GEN 10-16, GEN 10-25, GEN 10-26, GEN 10-27, GEN 20-03, GEN 10-41, GEN 23-06.

**Brand New:** GEN 25-01



# INDIANA ARCHIVES AND RECORDS ADMINISTRATION (IARA) – County/Local Records Management General Retention Schedule (GEN)

## 2024 Record Series Update Overview

**THIS IS NOT PART OF THE RECORDS RETENTION SCHEDULE.** It is only a detachable overview of the updates that were made to the County/Local General Retention Schedule in June 2024.

**Not listed:** There were no changes to these Record Series.

**No background:** This Record Series contains updates.

**Dark Gray background:** This is a brand new item.

(Listed in the order in which they appear on the retention schedule to which this overview is attached.)

IF YOU USED TO USE RECORD SERIES...	NOW YOU SHOULD USE RECORD SERIES...
GEN 10-01	GEN 10-01 (But language has been updated.)
GEN 10-02	GEN 10-02 (But language has been updated.)
GEN 10-03	GEN 10-03 (But language has been updated.)
GEN 10-05	GEN 10-05 (But language has been updated.)
GEN 14-01	GEN 14-01 (But language has been updated.)
GEN 10-06	GEN 10-06 (But language has been updated.)
GEN 23-10	GEN 23-10 (But language has been updated.)
GEN 10-08	GEN 10-08 (But language has been updated.)
GEN 20-01	GEN 20-01 (But language has been updated.)
GEN 23-07	GEN 23-07 (But language has been updated.)
GEN 10-10	GEN 10-10 (But language has been updated.)
GEN 10-11	GEN 10-11 (But language has been updated.)
GEN 10-16	GEN 10-16 (But language has been updated.)
GEN 10-24	GEN 10-24 (But language has been updated.)
GEN 10-25	GEN 10-25 (But language has been updated.)
GEN 15-02	GEN 15-02 (But language has been updated.)
GEN 16-05	GEN 16-05 (But language has been updated.)
GEN 10-27	GEN 10-27 (But language has been updated.)
GEN 23-05	GEN 23-05 (But language has been updated.)
GEN 20-02	GEN 20-02 (But language has been updated.)
GEN 10-36	GEN 10-36 (But language has been updated.)
GEN 20-03	GEN 20-03 (But language has been updated.)
GEN 20-04	GEN 20-04 (But language has been updated.)
GEN 10-40	GEN 10-40 (But language has been updated.)
GEN 10-41	GEN 10-41 (But language has been updated.)
GEN 23-08	GEN 23-08 (But language has been updated.)
GEN 23-06	GEN 23-06 (But language has been updated.)
GEN 23-01	GEN 23-01 (But language has been updated.)
GEN 23-02	GEN 23-02 (But language has been updated.)
GEN 23-03	GEN 23-03 (But language has been updated.)
GEN 10-44	GEN 10-44 (But language has been updated.)

NEW RECORD SERIES	CREATED FOR...
GEN 24-01	General Obligation Bond Register



# INDIANA ARCHIVES AND RECORDS ADMINISTRATION (IARA) – County/Local Records Management General Retention Schedule (GEN)

## SUMMARY

**Amended:** GEN 10-01, GEN 10-02, GEN 10-03, GEN 10-05, GEN 14-01, GEN 10-06, GEN 23-10, GEN 10-08, GEN 20-01, GEN 23-07, GEN 10-10, GEN 10-11, GEN 10-16, GEN 10-24, GEN 10-25, GEN 15-02, GEN 16-05, GEN 10-27, GEN 23-05, GEN 20-02, GEN 10-36, GEN 20-03, GEN 20-04, GEN 10-40, GEN 10-41, GEN 23-08, GEN 23-06, GEN 23-01, GEN 23-02, GEN 23-03, GEN 10-44.

**Brand New:** GEN 24-01

If you have questions about this overview or about the County/Local General Retention Schedule, please contact IARA's County Records Management section at 317-232-3380 or [cty@iara.in.gov](mailto:cty@iara.in.gov).