

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 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 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.

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 (R8 / 9-21)

Agency County / Local Government Division (If left blank, retention schedule applies to entire agency.) Public-Private Agreement Operators (PPA) Date sent (mm/dd/yyyy) 3/21/2025	Issued by: The Indiana Archives and Records Administration Records Management Division 402 West Washington Street, Room W472 Indianapolis, IN 46204 rmd@iara.in.gov
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SECTION I	PROPOSED RECORDS RETENTION AND DISPOSITION SCHEDULES
<p>Please have your Appointing Authority (agency head) sign this sheet <u>electronically</u> in the blank provided under Section III, to acknowledge approval of the proposed amendments. Then, return the electronic file to IARA's Records Management Division. You will be sent a copy of the final version of the schedule after it has been approved by the Oversight Committee on Public Records.</p>	

SECTION II	GENERAL INFORMATION
<p>An approved Records Retention and Disposition Schedule grants your agency the authority to transfer or destroy records on a continuing basis. Please consult the Records Coordinator and Records Center handbooks for transfer and destruction information, or contact the Indiana Archives or Records Center staff directly for guidance on their specific procedures.</p> <p>Any questions concerning how to interpret the instructions in your approved retention schedule should be directed to the Records Management Division at rmd@iara.in.gov.</p> <p>A retention schedule must be current to be effective. The Records Management Division will contact your Agency Records Coordinator for periodic reviews to ensure that both language and content are up to date. If your agency needs to change the schedule between those review periods, just contact the Records Management Division, and a new update project will be initiated immediately.</p>	

SECTION III	AGENCY APPROVAL
Agency Head e-signature	N/A IARA acts as agency head

SECTION IV	APPROVED RECORDS RETENTION AND DISPOSITION SCHEDULES
<p>The Oversight Committee on Public Records, at its meeting held on <u>3/26/2025</u>, approved this Records Retention and Disposition Schedule for your agency.</p> <p>The finalized schedule is enclosed. The Records Coordinator should retain the original and forward copies to agency staff as needed.</p> <p>Indiana Archives and Records Administration e-signature of final approval <u>S. C. H. Zyluk</u></p>	



Public-Private Agreement Operator's Retention Schedule (PPA)
Indiana Archives and Records Administration – County/Local Records Management

Item #	Record Series	Title/Description	Retention Period
1	PPA 14-01	MINUTES Official minutes of a board established to administer a program set forth in the public-private agreement. Includes agendas and other supporting documents presented at the meeting. THIS IS A CRITICAL RECORD.	PERMANENT AND CRITICAL. TRANSFER to the governmental body after ten (10) years pursuant to IC 5-23-7-2. Governmental body must retain pursuant to Record Series GEN 10-01.
2	PPA 14-02	POLICY FILES These office files document substantive actions of the operator by executive staff and constitute the official record of the operator's performance of its functions and the formation of policy and program initiatives. This record series may include various types of records such as correspondence, memos, and reports concerning policy and procedures, organization, program development and reviews. THIS IS A CRITICAL RECORD.	PERMANENT AND CRITICAL. TRANSFER to the governmental body after ten (10) years pursuant to IC 5-23-7-2. Governmental body must retain pursuant to Record Series GEN 10-03.
3	PPA 14-03	GENERAL FILES This record series includes correspondence, memos, and routine staff files.	DESTROY after three (3) years.
4	PPA 14-04	LEGAL FILES – THIRD-PARTY LITIGATION All records pertaining to litigation with third parties involving the public-private agreement, including all supporting documentation.	TRANSFER to the governmental body five (5) years after completion of litigation.
5	PPA 14-05	LEGAL FILES – LITIGATION BETWEEN OPERATOR AND GOVERNMENTAL BODY All records pertaining to litigation with the governmental body related to the public-private agreement.	TRANSFER to the governmental body five (5) years after completion of litigation.
6	PPA 14-06	BONDS, BIDS, CONTRACTS AND LEASES All contracts with vendors or units of government to provide goods or services. Files also include working papers and similar attachments used by the operator in this process. 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.
7	PPA 14-07	AS-SUBMITTED BUDGETS Includes new programs requested, justifications, breakdown or money requested, estimates, reports, and public notice.	DESTROY after five (5) years.
8	PPA 14-08	RECEIPTS/QUIETUS/RECEIPT REGISTER/QUIETUS REGISTER 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.
9	PPA 14-09	VOUCHERS/CLAIMS & PURCHASE ORDERS Includes all claims and requisitions submitted, including all supporting documentation. Retention based on IC 34-11-1-2.	DESTROY after ten (10) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
10	PPA 14-10	CANCELLED CHECKS/WARRANTS Retention based on IC 34-11-1-2.	DESTROY after ten (10) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
11	PPA 14-11	CHECK REGISTER/WARRANT REGISTER Retention based on IC 34-11-1-2.	DESTROY after ten (10) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.

Public-Private Agreement Operator's Retention Schedule (PPA)

Item #	Record Series	Title/Description	Retention Period
12	PPA 14-12	ACCOUNTS PAYABLE JOURNAL	DESTROY after six (6) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
13	PPA 14-13	ACCOUNTS PAYABLE VOUCHER REGISTER	DESTROY after six (6) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
14	PPA 14-14	PAPER CHECKS & REMOTE-CAPTURE CHECKS Checks deposited with a bank by an operator through the regular deposit process or the digital remote-capture process. Retention based on IC 34-11-2-6.	DESTROY paper upon receipt of deposit report from bank acknowledging the bank's acceptance. RETAIN digital image locally or through bank-provided access for six (6) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.