

# Guidance on Gathering and Transferring GRADM-10 Records

Indiana Archives and Records Administration

Records Management Division

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## About

The Indiana Archives and Records Administration (IARA) will collect COVID-19 pandemic response records under series [GRADM-10: Documentation of Indiana's Responses to States of Emergency and Other Events of an Historic Nature](#). IARA has developed this guide in response to agency questions about what qualifies as GRADM-10, how and when to gather GRADM-10 records, and how to transfer them to the Indiana Archive.

GRADM-10	<p>DOCUMENTATION OF INDIANA'S RESPONSES TO STATES OF EMERGENCY AND OTHER EVENTS OF AN HISTORIC NATURE</p> <p>Records of Indiana agency responses to states of emergency and other noteworthy statewide or nationwide events of an historic nature. If not otherwise notified, agencies may consult with the Indiana Archives if they believe an applicable event is occurring or has occurred.</p> <p>Response records document agency functions, actions, policies, procedures, and messaging during and after the event, and are not otherwise covered by GRADM-9 or an existing agency-specific emergency response series. Records may include, but are not limited to: administrative documents, electronic communications, records of assistance to or collaboration with other government entities, not-for-profit/volunteer groups, businesses, or citizens, general files, and summaries or histories written at a later date. Disclosure may be affected by IC 5-14-3-4(b)(6) and (19).</p>	<p>TRANSFER a COPY to the INDIANA ARCHIVES for EVALUATION, SAMPLING and WEEDING pursuant to archival principles, one (1) year after creation or publication.</p> <p>Manage original records under their applicable agency or General Retention Record Series.</p>
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GRADM-10 was developed in response to the COVID-19 pandemic and is meant to capture records of the State's response to official states of emergency for posterity and future generations. If your agency created or continues to create records that fall under this series, this guidance will assist you in collecting and transferring them to the Indiana Archives. If you have questions about whether certain records qualify as GRADM-10, please email [arc@iara.in.gov](mailto:arc@iara.in.gov).

## What to look for

Please note that the list below is not comprehensive but is meant to act as a starting point. If your agency or division generated emergency-related items that fall under GRADM-10 but are not listed, include them when gathering records.

- Decisions, minutes, and related documentation of committees, advisory boards, and other public meetings.
- Operational policies developed in response to the emergency such as: telework, social distancing, Personal Protective Equipment (PPE), reopening plans, etc.
- Communications and training developed around newly implemented policies and procedures.
- Press releases and other public messaging, including social media.
- Internal and external publications.
- Photographs and agency web content.
- Timelines, maps, and other aggregate data.
- Reports and related review and analysis documentation.
- Agency pandemic response and planning documents, including after-action reports or similar.
- Cross-agency or collaborative efforts with other entities, groups, or individuals in response to the emergency.
- Records of agency efforts in the community (e.g., fundraisers, participation in local marches/events, etc.)

## Where to look

Please note that this list is not comprehensive but is meant to act as a starting point. Records may be in any format – paper, electronic, microfilm, etc. If your agency or division has commonly used locations that are not listed, please include them when gathering records.

- Physical storage locations (filing cabinets, etc.)
- Shared network drives
- Microsoft Teams – the SharePoint site associated with a Team
- Microsoft Teams – chat and conversations
- Stand-alone SharePoint sites (separate from Teams)
- OneDrive
- Microsoft Stream
- Outlook
- Social media accounts
- Public-facing websites
- Agency internal websites

## Who to connect with

- Agency Heads - for policies, procedures, agency communications, and high-level decision-making records.
- Executive Directors, Deputy Directors, or other agency decision-makers - for policies, procedures, division communications, and other relevant decision-making records.
- Communications staff - for newsletters, blogs, agency announcements, and similar content.

It is a good idea to contact your agency IT department or the Indiana Office of Technology to explain your plan and ensure all electronic record storage locations containing GRADM-10 materials are identified and included.

## When to begin

The best way to transfer records to the Indiana Archives is to gather a comprehensive set of GRADM-10 records and transfer them all at once. You can begin gathering records at any time, but please only transfer them to the Indiana Archives when you are reasonably confident that you have gathered as complete a set as possible.

- If your agency is no longer generating significant amounts of GRADM-10 records, you can begin planning your transfer to the Indiana Archives.
- If your agency is still generating significant amounts of GRADM-10 records, please wait to transfer until a later date.
- If you are unsure whether your agency is finished generating GRADM-10 records, begin collecting by following the steps below but wait to transfer until you are confident that you have as complete a set as possible.

### Collection steps summarized

1. Determine who in your agency is most likely to have GRADM-10 records.
2. Work with those people to determine what kinds of GRADM-10 records they have and where they are stored.
3. Choose a holding location all contributors can access. For electronic materials, SharePoint or a shared drive are good options.
4. Once you are satisfied that all relevant records have been gathered, contact the Indiana Archives at [arc@iara.in.gov](mailto:arc@iara.in.gov) to arrange a transfer.
5. Where applicable, we encourage you to make arrangements with the Indiana Archives to facilitate a test transfer (electronic records only).

Indiana Archives and Records Administration  
Records Management Division  
402 West Washington Street Room W472  
Indianapolis, IN 46204  
<http://www.in.gov/IARA>  
rmd@iara.in.gov