

Indiana Oversight Committee on Public Records Policy 20-01 Electronic Records Retention and Disposition

Applies to: Electronic records of all Indiana government entities except those exempted in IC 5-15-5.1. If records of exempted entities are transferred to the Indiana Archives they must adhere to this policy.

Purpose: To ensure electronic records are retained in a trustworthy, accessible, and appropriate manner.

Effective Date: 1/15/2020

Authority: Indiana Code 5-15-1-1 (a) and (b), Indiana Code 5-15-5.1-12, and Indiana Code 5-15-5.1-14.

Definitions:

Retention schedule means a Records Retention and Disposition Schedule approved by the Indiana Oversight Committee on Public Records.

Electronic records are stored in digital format on an information technology device and include both born-digital and digitized records.

Born-digital records are created in electronic format.

Digitized records are electronic copies of physical records and can include images and audiovisual information.

Physical records can be read without the aid of an information-technology device and include paper, film, and audio and video tapes.

Policy:

- 1) **General requirements:** Unless separate instructions are specified in the retention schedule, the following requirements apply to all records regardless of format
 - a) retention period before final disposition.
 - b) confidentiality, access, and disclosure.
 - c) final disposition: destruction or transfer to the Indiana Archives.
 - d) confidential records must be destroyed according to IC 5-15-5.1-13
 - e) Critical Records as described by IC 5-15-5.1-1(d) must be microfilmed according to [60 I.A.C. 2](#).
- 2) **Indiana Archives transfer:** Electronic records that are required to be transferred to the Indiana Archives according to their retention schedule must be
 - a) created and maintained according to OCPR 20-02.
 - b) transferred regularly on the timetable specified in the relevant Record Series.
 - c) transferred in consultation with Electronic Records division staff.
- 3) **Agency retention:** Electronic records that are not required to be transferred to the Indiana Archives according to their retention schedule
 - a) must be created and maintained by the agency according to OCPR 20-02 for the specified retention period.
 - b) are exempt from retention schedule requirements to transfer records to the State Records Center.
- 4) **Destruction of digitized physical records:** Physical records which have been digitized may be destroyed if
 - a) the terms described in Items 1-3 are met.
 - b) the imaged records are verifiable authentic duplicates as described in OCPR 20-02.
 - c) the terms in the Indiana Archives and Records Administration Electronic Records Guidelines are met.
- 5) **Destruction of born-digital records:** Born-digital records and their storage media may be destroyed if the terms in Item 1 are met.
- 6) When its provisions are met, this policy serves as the "written consent of the administration" described in IC 5-15-5.1-14.