



**IARA is here to assist
state agencies and county/local
government offices when disaster
strikes!**

If your agency or office finds severely damaged records*, below are helpful guidelines to reporting those disasters and how to conserve the records.

*Regardless of the format or media - whether paper, microfilm, or electronic meaning digitized/scanned paper, born-digital - it's a record.

Reporting Severely Damaged Records

Report a severely damaged records disaster:

If the emergency happens during business hours, contact IARA's Records & Information Management division at:

rmd@iara.in.gov
(State agencies)

cty@iara.in.gov
(County/local offices)

If the emergency happens outside of business hours, contact the American Institute for Conservation's National Heritage Responders at:

202-661-8068

For non-urgent inquiries, email emergencies@culturalheritage.org.

What is considered a severely damaged record?

Severely damaged records are defined as:

- 1** a danger to human health, life, or property
- 2** unsalvageable - unusable: unable to be used in any way and/or
- 3** unsalvageable - unconvertible: unable to be reformatted (scanned, digitized, or converted to microfilm).

Severely damaged records that the office and IARA determine to be a danger to human health, life, or property may be destroyed immediately by any proposed, IARA-approved method.



www.in.gov/iara/divisions/records-management/



What are the procedures when finding severely damaged records?

The first thing you should do is contact IARA: email rmd@iara.in.gov (For State agencies) or cty@iara.in.gov (For County/local offices) when finding severely damaged records.

Then, IARA will ask you to gather an assessment of the damage using the SF57798 Severely Damaged Records Report.

IARA will also request image(s) or video(s) of the damage.

It helps to have as much information ready as possible before you contact IARA.



What if we cannot supply answers to the questions in the Severely Damaged Records Report?

IARA will work with you to obtain the answers. *However, if you cannot supply enough of the information to give IARA a clear picture of the situation, your request to destroy cannot be considered.*

Once IARA receives the information, it will be reviewed and a final decision made. If the request is granted, your agency or office will fill out the disposition paperwork: For State agencies, if IARA approves the request, it will complete and share a PR-2 *Request for Records Disposition* with your agency for signature. For County/local offices, the PR-1 A *Request for Permission to Destroy Certain Public Records* (SF 30505) to be approved by IARA and the County Commission of Public Records (CCPR) at their next meeting.



Contact IARA at rmd@iara.in.gov or cty@iara.in.gov when disaster strikes.

Once officially approved, you may destroy the severely damaged records.

How do I destroy severely damaged records?

- 1 Damaged records that the office and IARA determine to be a menace to human health, life, or property may be destroyed immediately by any proposed, IARA-approved method.
- 2 Damaged records that are **confidential** must be destroyed in a confidential manner. Just taking them to a landfill is not sufficient for disposal. **Shredding and/or incineration** are ways to destroy records in a confidential manner. Film, electronic media, and paper can all be shredded.
- 3 The safest method of destroying moldy paper records is incineration. If the records are not confidential, you may discard them in the trash. *Do not shred moldy materials.*
- 4 Records must either be destroyed in an authorized location such as government property or by a vendor that specializes in the destruction of records. *Public records cannot be destroyed in an unauthorized location, such as your home or a similar location.*

