



How to Manage Your Public Records Recorders Conference - April 2025

1

Records Management Liaison



Amy Christiansen

- **I help county/local govt offices manage their records**
- Presentations & education on records & information management
- Traveling! Contact me if you'd like an in-person visit to your county
- Email bulletin about mid-month then a Microsoft Teams Chat on the last Wed of the month at 11 a.m. **If interested, email "subscribe me!" to cty@iara.in.gov**
- Revise and create retention schedules
- Answer your RIM questions!

2

The importance of having a good Records Management Program

Taking care of government records and retaining them under the requirements set out by the state of Indiana and federal laws, using records retention schedules developed for you by IARA.

Your 3 Partners :

Indiana Archives & Records
Administration (IARA)

County Commission of
Public Records (CCPR)

YOU as the Records
Custodian!

#1 Legal Responsibility

To perform your legal mandates and responsibilities.

#2 Physical Costs

To minimize the costs of records storage.

#3 Public Accessibility

To assure public access to the documentary evidence of government.

3

IC 5-15-6-8 & Felony

**A public official or other person who
recklessly, knowingly, or intentionally
destroys or damages any public record
commits a Level 6 felony unless:**

- (1) the commission shall have given its approval in writing that the public records may be destroyed;
- (2) the commission shall have entered its approval for destruction of the public records on its own minutes; or
- (3) authority for destruction of the records is granted by an approved retention schedule established under this chapter.

4

County/Local General Retention Schedule (GEN)

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

ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
1	ADMINISTRATIVE	MINUTES 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 5-15-5-1-2(a) (5), and IC 5-15-5-1-2.	PERMANENT AND CRITICAL. See Retention Schedule Instructions for format and transfer options.
2	COUNTY/LOCAL AGENCY, BOARD OR COMMISSION MEETING RECORDINGS	For offices, boards or commissions that record their meetings in audio/visual 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	POLICY FILES - OFFICE HOLDERS, DEPUTIES, AND DIVISION DIRECTORS	These files are the document substantiation of administrative agency supporting 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 such as correspondence, memos, and reports; committee policy and procedures, organization, or reports; and records. Disclosure of these records may be required by IC 5-15-5-1-2(a) (5).	PERMANENT. See Retention Schedule Instructions for format and transfer options.
4	GENERAL FILES	Any records that are not part of a specific record series, including, but not limited to, correspondence, contact, or policy. These records may be subject to a longer retention period. Files may be used for staff responses to routine public information concerning an agency's events, results and services, routine day-to-day office operations, and phone calls recorded for quality assurance purposes. Records may include information subject to various disclosure restrictions. If present, that information should be disclosed in a confidential manner.	DESTROY after three (3) years.
5	LEGAL FILES	All records pertaining to litigation with the county/local government and all supporting documentation. Also includes investigation files and reports from agencies who investigate and collect (including housing and employment discrimination). This includes the Notice of Tort Claim for Property Damage and/or Personal Injury, OF 5486, if a claim is brought against the political subdivision. (See Record Series 10-14-15-16-17-18-19-20-21-22-23-24-25-26-27-28-29-30-31-32-33-34-35-36-37-38-39-40-41-42-43-44-45-46-47-48-49-50-51-52-53-54-55-56-57-58-59-60-61-62-63-64-65-66-67-68-69-70-71-72-73-74-75-76-77-78-79-80-81-82-83-84-85-86-87-88-89-90-91-92-93-94-95-96-97-98-99-100-101-102-103-104-105-106-107-108-109-110-111-112-113-114-115-116-117-118-119-120-121-122-123-124-125-126-127-128-129-130-131-132-133-134-135-136-137-138-139-140-141-142-143-144-145-146-147-148-149-150-151-152-153-154-155-156-157-158-159-160-161-162-163-164-165-166-167-168-169-170-171-172-173-174-175-176-177-178-179-180-181-182-183-184-185-186-187-188-189-190-191-192-193-194-195-196-197-198-199-200-201-202-203-204-205-206-207-208-209-210-211-212-213-214-215-216-217-218-219-220-221-222-223-224-225-226-227-228-229-230-231-232-233-234-235-236-237-238-239-240-241-242-243-244-245-246-247-248-249-250-251-252-253-254-255-256-257-258-259-260-261-262-263-264-265-266-267-268-269-270-271-272-273-274-275-276-277-278-279-280-281-282-283-284-285-286-287-288-289-290-291-292-293-294-295-296-297-298-299-300-301-302-303-304-305-306-307-308-309-310-311-312-313-314-315-316-317-318-319-320-321-322-323-324-325-326-327-328-329-330-331-332-333-334-335-336-337-338-339-340-341-342-343-344-345-346-347-348-349-350-351-352-353-354-355-356-357-358-359-360-361-362-363-364-365-366-367-368-369-370-371-372-373-374-375-376-377-378-379-380-381-382-383-384-385-386-387-388-389-390-391-392-393-394-395-396-397-398-399-400-401-402-403-404-405-406-407-408-409-410-411-412-413-414-415-416-417-418-419-420-421-422-423-424-425-426-427-428-429-430-431-432-433-434-435-436-437-438-439-440-441-442-443-444-445-446-447-448-449-450-451-452-453-454-455-456-457-458-459-460-461-462-463-464-465-466-467-468-469-470-471-472-473-474-475-476-477-478-479-480-481-482-483-484-485-486-487-488-489-490-491-492-493-494-495-496-497-498-499-500-501-502-503-504-505-506-507-508-509-510-511-512-513-514-515-516-517-518-519-520-521-522-523-524-525-526-527-528-529-530-531-532-533-534-535-536-537-538-539-540-541-542-543-544-545-546-547-548-549-550-551-552-553-554-555-556-557-558-559-560-561-562-563-564-565-566-567-568-569-570-571-572-573-574-575-576-577-578-579-580-581-582-583-584-585-586-587-588-589-590-591-592-593-594-595-596-597-598-599-600-601-602-603-604-605-606-607-608-609-610-611-612-613-614-615-616-617-618-619-620-621-622-623-624-625-626-627-628-629-630-631-632-633-634-635-636-637-638-639-640-641-642-643-644-645-646-647-648-649-650-651-652-653-654-655-656-657-658-659-660-661-662-663-664-665-666-667-668-669-670-671-672-673-674-675-676-677-678-679-680-681-682-683-684-685-686-687-688-689-690-691-692-693-694-695-696-697-698-699-700-701-702-703-704-705-706-707-708-709-710-711-712-713-714-715-716-717-718-719-720-721-722-723-724-725-726-727-728-729-730-731-732-733-734-735-736-737-738-739-740-741-742-743-744-745-746-747-748-749-750-751-752-753-754-755-756-757-758-759-760-761-762-763-764-765-766-767-768-769-770-771-772-773-774-775-776-777-778-779-780-781-782-783-784-785-786-787-788-789-790-791-792-793-794-795-796-797-798-799-800-801-802-803-804-805-806-807-808-809-810-811-812-813-814-815-816-817-818-819-820-821-822-823-824-825-826-827-828-829-830-831-832-833-834-835-836-837-838-839-840-841-842-843-844-845-846-847-848-849-850-851-852-853-854-855-856-857-858-859-860-861-862-863-864-865-866-867-868-869-870-871-872-873-874-875-876-877-878-879-880-881-882-883-884-885-886-887-888-889-890-891-892-893-894-895-896-897-898-899-900-901-902-903-904-905-906-907-908-909-910-911-912-913-914-915-916-917-918-919-920-921-922-923-924-925-926-927-928-929-930-931-932-933-934-935-936-937-938-939-940-941-942-943-944-945-946-947-948-949-950-951-952-953-954-955-956-957-958-959-960-961-962-963-964-965-966-967-968-969-970-971-972-973-974-975-976-977-978-979-980-981-982-983-984-985-986-987-988-989-990-991-992-993-994-995-996-997-998-999-1000-1001-1002-1003-1004-1005-1006-1007-1008-1009-1010-1011-1012-1013-1014-1015-1016-1017-1018-1019-1020-1021-1022-1023-1024-1025-1026-1027-1028-1029-1030-1031-1032-1033-1034-1035-1036-1037-1038-1039-1040-1041-1042-1043-1044-1045-1046-1047-1048-1049-1050-1051-1052-1053-1054-1055-1056-1057-1058-1059-1060-1061-1062-1063-1064-1065-1066-1067-1068-1069-1070-1071-1072-1073-1074-1075-1076-1077-1078-1079-1080-1081-1082-1083-1084-1085-1086-1087-1088-1089-1090-1091-1092-1093-1094-1095-1096-1097-1098-1099-1100-1101-1102-1103-1104-1105-1106-1107-1108-1109-1110-1111-1112-1113-1114-1115-1116-1117-1118-1119-1120-1121-1122-1123-1124-1125-1126-1127-1128-1129-1130-1131-1132-1133-1134-1135-1136-1137-1138-1139-1140-1141-1142-1143-1144-1145-1146-1147-1148-1149-1150-1151-1152-1153-1154-1155-1156-1157-1158-1159-1160-1161-1162-1163-1164-1165-1166-1167-1168-1169-1170-1171-1172-1173-1174-1175-1176-1177-1178-1179-1180-1181-1182-1183-1184-1185-1186-1187-1188-1189-1190-1191-1192-1193-1194-1195-1196-1197-1198-1199-1200-1201-1202-1203-1204-1205-1206-1207-1208-1209-1210-1211-1212-1213-1214-1215-1216-1217-1218-1219-1220-1221-1222-1223-1224-1225-1226-1227-1228-1229-1230-1231-1232-1233-1234-1235-1236-1237-1238-1239-1240-1241-1242-1243-1244-1245-1246-1247-1248-1249-1250-1251-1252-1253-1254-1255-1256-1257-1258-1259-1260-1261-1262-1263-1264-1265-1266-1267-1268-1269-1270-1271-1272-1273-1274-1275-1276-1277-1278-1279-1280-1281-1282-1283-1284-1285-1286-1287-1288-1289-1290-1291-1292-1293-1294-1295-1296-1297-1298-1299-1300-1301-1302-1303-1304-1305-1306-1307-1308-1309-1310-1311-1312-1313-1314-1315-1316-1317-1318-1319-1320-1321-1322-1323-1324-1325-1326-1327-1328-1329-1330-1331-1332-1333-1334-1335-1336-1337-1338-1339-1340-1341-1342-1343-1344-1345-1346-1347-1348-1349-1350-1351-1352-1353-1354-1355-1356-1357-1358-1359-1360-1361-1362-1363-1364-1365-1366-1367-1368-1369-1370-1371-1372-1373-1374-1375-1376-1377-1378-1379-1380-1381-1382-1383-1384-1385-1386-1387-1388-1389-1390-1391-1392-1393-1394-1395-1396-1397-1398-1399-1400-1401-1402-1403-1404-1405-1406-1407-1408-1409-1410-1411-1412-1413-1414-1415-1416-1417-1418-1419-1420-1421-1422-1423-1424-1425-1426-1427-1428-1429-1430-1431-1432-1433-1434-1435-1436-1437-1438-1439-1440-1441-1442-1443-1444-1445-1446-1447-1448-1449-1450-1451-1452-1453-1454-1455-1456-1457-1458-1459-1460-1461-1462-1463-1464-1465-1466-1467-1468-1469-1470-1471-1472-1473-1474-1475-1476-1477-1478-1479-1480-1481-1482-1483-1484-1485-1486-1487-1488-1489-1490-1491-1492-1493-1494-1495-1496-1497-1498-1499-1500-1501-1502-1503-1504-1505-1506-1507-1508-1509-1510-1511-1512-1513-1514-1515-1516-1517-1518-1519-1520-1521-1522-1523-1524-1525-1526-1527-1528-1529-1530-1531-1532-1533-1534-1535-1536-1537-1538-1539-1540-1541-1542-1543-1544-1545-1546-1547-1548-1549-1550-1551-1552-1553-1554-1555-1556-1557-1558-1559-1560-1561-1562-1563-1564-1565-1566-1567-1568-1569-1570-1571-1572-1573-1574-1575-1576-1577-1578-1579-1580-1581-1582-1583-1584-1585-1586-1587-1588-1589-1590-1591-1592-1593-1594-1595-1596-1597-1598-1599-1600-1601-1602-1603-1604-1605-1606-1607-1608-1609-1610-1611-1612-1613-1614-1615-1616-1617-1618-1619-1620-1621-1622-1623-1624-1625-1626-1627-1628-1629-1630-1631-1632-1633-1634-1635-1636-1637-1638-1639-1640-1641-1642-1643-1644-1645-1646-1647-1648-1649-1650-1651-1652-1653-1654-1655-1656-1657-1658-1659-1660-1661-1662-1663-1664-1665-1666-1667-1668-1669-1670-1671-1672-1673-1674-1675-1676-1677-1678-1679-1680-1681-1682-1683-1684-1685-1686-1687-1688-1689-1690-1691-1692-1693-1694-1695-1696-1697-1698-1699-1700-1701-1702-1703-1704-1705-1706-1707-1708-1709-1710-1711-1712-1713-1714-1715-1716-1717-1718-1719-1720-1721-1722-1723-1724-1725-1726-1727-1728-1729-1730-1731-1732-1733-1734-1735-1736-1737-1738-1739-1740-1741-1742-1743-1744-1745-1746-1747-1748-1749-1750-1751-1752-1753-1754-1755-1756-1757-1758-1759-1760-1761-1762-1763-1764-1765-1766-1767-1768-1769-1770-1771-1772-1773-1774-1775-1776-1777-1778-1779-1780-1781-1782-1783-1784-1785-1786-1787-1788-1789-1790-1791-1792-1793-1794-1795-1796-1797-1798-1799-1800-1801-1802-1803-1804-1805-1806-1807-1808-1809-1810-1811-1812-1813-1814-1815-1816-1817-1818-1819-1820-1821-1822-1823-1824-1825-1826-1827-1828-1829-1830-1831-1832-1833-1834-1835-1836-1837-1838-1839-1840-1841-1842-1843-1844-1845-1846-1847-1848-1849-1850-1851-1852-1853-1854-1855-1856-1857-1858-1859-1860-1861-1862-1863-1864-1865-1866-1867-1868-1869-1870-1871-1872-1873-1874-1875-1876-1877-1878-1879-1880-1881-1882-1883-1884-1885-1886-1887-1888-1889-1890-1891-1892-1893-1894-1895-1896-1897-1898-1899-1900-1901-1902-1903-1904-1905-1906-1907-1908-1909-1910-1911-1912-1913-1914-1915-1916-1917-1918-1919-1920-1921-1922-1923-1924-1925-1926-1927-1928-1929-1930-1931-1932-1933-1934-1935-1936-1937-1938-1939-1940-1941-1942-1943-1944-1945-1946-1947-1948-1949-1950-1951-1952-1953-1954-1955-1956-1957-1958-1959-1960-1961-1962-1963-1964-1965-1966-1967-1968-1969-1970-1971-1972-1973-1974-1975-1976-1977-1978-1979-1980-1981-1982-1983-1984-1985-1986-1987-1988-1989-1990-1991-1992-1993-1994-1995-1996-1997-1998-1999-2000-2001-2002-2003-2004-2005-2006-2007-2008-2009-2010-2011-2012-2013-2014-2015-2016-2017-2018-2019-2020-2021-2022-2023-2024-2025-2026-2027-2028-2029-2030-2031-2032-2033-2034-2035-2036-2037-2038-2039-2040-2041-2042-2043-2044-2045-2046-2047-2048-2049-2050-2051-2052-2053-2054-2055-2056-2057-2058-2059-2060-2061-2062-2063-2064-2065-2066-2067-2068-2069-2070-2071-2072-2073-2074-2075-2076-2077-2078-2079-2080-2081-2082-2083-2084-2085-2086-2087-2088-2089-2090-2091-2092-2093-2094-2095-2096-2097-2098-2099-2100-2101-2102-2103-2104-2105-2106-2107-2108-2109-2110-2111-2112-2113-2114-2115-2116-2117-2118-2119-2120-2121-2122-2123-2124-2125-2126-2127-2128-2129-2130-2131-2132-2133-2134-2135-2136-2137-2138-2139-2140-2141-2142-2143-2144-2145-2146-2147-2148-2149-2150-2151-2152-2153-2154-2155-2156-2157-2158-2159-2160-2161-2162-2163-2164-2165-2166-2167-2168-2169-2170-2171-2172-2173-2174-2175-2176-2177-2178-2179-2180-2181-2182-2183-2184-2185-2186-2187-2188-2189-2190-2191-2192-2193-2194-2195-2196-2197-2198-2199-2200-2201-2202-2203-2204-2205-2206-2207-2208-2209-2210-2211-2212-2213-2214-2215-2216-2217-2218-2219-2220-2221-2222-2223-2224-2225-2226-2227-2228-2229-2230-2231-2232-2233-2234-2235-2236-2237-2238-2239-2240-2241-2242-2243-2244-2245-2246-2247-2248-2249-2250-2251-2252-2253-2254-2255-2256-2257-2258-2259-2260-2261-2262-2263-2264-2265-2266-2267-2268-2269-2270-2271-2272-2273-2274-2275-2276-2277-2278-2279-2280-2281-2282-2283-2284-2285-2286-2287-2288-2289-2290-2291-2292-2293-2294-2295-2296-2297-2298-2299-2300-2301-2302-2303-2304-2305-2306-2307-2308-2309-2310-2311-2312-2313-2314-2315-2316-2317-2318-2319-2320-2321-2322-2323-2324-2325-2326-2327-2328-2329-2330-2331-2332-2333-2334-2335-2336-2337-2338-2339-2340-2341-2342-2343-2344-2345-2346-2347-2348-2349-2350-2351-2352-2353-2354-2355-2356-2357-2358-2359-2360-2361-2362-2363-2364-2365-2366-2367-2368-2369-2370-2371-2372-2373-2374-2375-2376-2377-2378-2379-2380-2381-2382-2383-2384-2385-2386-2387-2388-2389-2390-2391-2392-2393-2394-2395-2396-2397-2398-2399-2400-2401-2402-2403-2404-2405-2406-2407-2408-2409-2410-2411-2412-2413-2414-2415-2416-2417-2418-2419-2420-2421-2422-2423-2424-2425-2426-2427-2428-2429-2430-2431-2432-2433-2434-2435-2436-2437-2438-2439-2440-2441-2442-2443-2444-2445-2446-2447-2448-2449-2450-2451-2452-2453-2454-2455-2456-2457-2458-2459-2460-2461-2462-2463-2464-2465-2466-2467-2468-2469-2470-2471-2472-2473-2474-2475-2476-2477-2478-2479-2480-2481-2482-2483-2484-2485-2486-2487-2488-2489-2490-2491-2492-2493-2494-2495-2496-2497-2498-2499-2500-2501-2502-2503-2504-2505-2506-2507-2508-2509-2510-2511-2512-2513-2514-2515-2516-2517-2518-2519-2520-2521-2522-2523-2524-2525-2526-2527-2528-2529-2530-2531-2532-2533-2534-2535-2536-2537-2538-2539-254	

Retention Periods

Retention period instructions may include:

1. Information on how long the records need to remain
2. What finally happens to your records after their retention period is over

Examples:

PERMANENT, PERMANENT
& CRITICAL,
DESTROY/DELETE, RETAIN, etc.

RETENTION PERIOD	
DESTROY	DESTROY three(3) years after expiration of license.

Retention Period and Disposition Instructions

9

When it says, “DESTROY” or NON-PERMANENT records

If a record series says “DESTROY” on the retention period, these are non-permanent records, and they may be kept in ANY format or media.

- One format may be better than another for **easy access**; one medium may be better than another at **preserving** records for a long time.
- The order of importance is the other way around: **how long you are required to keep a record should be one of the first things you consider when you're choosing the best media and formats to balance your access and preservation requirements.**

10

PERMANENT records

Records marked PERMANENT:

Only one Copy of Record is required to exist,
 IARA recommends that copy be physical (paper or microfilm)
 unless the original format makes it impossible to create a physical copy.
 You can digitize *in addition* to microfilming or keeping the paper,
 but it is *not* a best practice to only keep a digital copy of permanent records.

11

Critical Records

- **Critical Records** are defined in IC 5-15-5.1 as records that are necessary to:
 - Resume or continue governmental operations;
 - Reestablish the legal and financial responsibilities of government in Indiana; or
 - Protect and fulfill governmental obligations to the citizens of Indiana.
- The **Critical Records Program** provides support through guidance and policies developed to assist state and local governments in making defensible and sustainable decisions about how they create, maintain, access, and preserve their records designated as CRITICAL on an Oversight Committee on Public Records approved retention schedule.
- If you have questions, reach out to cty@iara.in.gov. See the [Critical Records Program](#) webpage for more information.

12

How to Manage Critical Records

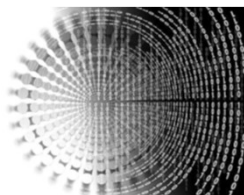
Government entities can make the decision to retain Critical Records in an electronic-only format *without* a paper or microfilm copy when:

1. they are confident that their records repository meets the criteria of a Trustworthy, Accessible, Reliable Digital Information System (TARDIS) and
2. the records do *not* meet two or more of the criteria listed in IC 5-15-5.1-1(d).

If Critical Records *do* meet two or more of the criteria listed in IC 5-15-5.1-1(d), IARA strongly recommends you consider maintaining at least one copy on microfilm or paper.

13

Electronic Records



- SAME record keeping requirements as paper records, doesn't matter the media and format, **it's about the content or type of information.**
- Handbook, pages 23-26, OCPR Policies 20-01 and 20-02, [Electronic Records Guidelines](#), [Retaining Email Records – Quick Reference](#), Recommended Capabilities for Electronic Recordkeeping Systems
- To find ER publications/policies, check IARA's Website: iara.in.gov
- **2 Electronic Records Archivists:**
Anna Lucas and Kalita Lopez!
 Contact them at erecords@iara.in.gov

14

REMEMBER...

When trying to locate the correct record series for a record...

First, always look at your *office-specific* retention schedule
(County Recorders (RE))

Second, look at the *GEN* retention schedule

Third, if you can't find your records on the retention schedule(s),
reach out to *IARA* (me) for help!

15

County Recorders (RE) Retention Schedule

The retention schedule is **3 pages** now (used to be 5)

1 brand new record series

12 deactivated record series

28 amended record series (retention or language)

10 sections:

Entry for Instruments for Recording, Land Transfers, Mortgage Transactions, Liens, Old Age
Assistance, Military Records, Business Associations, Miscellaneous Instruments, Uniform
Commercial Code, Office Administration

16

If your record(s) can be destroyed...use the SF44905 Notice of Destruction

If your record is on the RE or
GEN retention schedules,
and met its
retention period,
you can destroy those
records.

Fill out the SF44905,
also called the
Notice of Destruction form
or "NOD" for short.

Instructions ➡

Contact
Information ➡

Record Series
Information ➡

Destruction
Information ➡

NOTICE OF DESTRUCTION OF COUNTY / LOCAL GOVERNMENT RECORDS IN ACCORDANCE WITH AN APPROVED RETENTION SCHEDULE

State Form 44905 (REV. 1-02)

INDIANA ARCHIVES AND RECORDS ADMINISTRATION
COUNTY / LOCAL RECORDS MANAGEMENT
403 West Washington Street, Room 31672
Indianapolis, Indiana 46204
Telephone: 317-223-3380
E-mail: clg@indiana.gov

Reset Form

This form is to be used only for documenting the destruction of records as scheduled on an approved county / local records retention schedule.

For requests to dispose of records not listed on a retention schedule use State Form 30505. For requests to transfer records scheduled as PERMANENT to a local historical entity instead of maintaining them in the originating office or transferring them to the Indiana Archives, use State Form 57206.

INSTRUCTIONS:

1. Complete ALL Contact and Record Series Information fields. Record Series Number is REQUIRED for all records listed.
 - a. If you do not know the Record Series Number, contact IARA's County / Local Records Management section for more information.
 - b. If the records do not have a Record Series Number, use State Form 30505 as described above.
2. Destroy records in accordance with the listed Record Series Number and complete the Destruction Information fields on this form.
3. Send one (1) copy of the completed form to the secretary of your County Commission of Public Records for inclusion in the minutes of the next meeting and retain one (1) for your records.

CONTACT INFORMATION			
Name of office		County	
Address (number and street)		City	ZIP code
Name of contact person	Telephone number	E-mail address	

RECORD SERIES INFORMATION			
RECORD SERIES TITLE OF RECORDS TO BE DESTROYED	DATE RANGE OF RECORDS (m / yyyy to m / yyyy)	RECORD SERIES NUMBER (REQUIRED)	VOLUME (number of boxes, rolls, etc.)
	to		
	to		
	to		
	to		
	to		
	to		
	to		
	to		
	to		
	to		

DESTRUCTION INFORMATION		
These records were destroyed according to a retention schedule approved for use by the Indiana Oversight Committee on Public Records.		
Signature of official destroying records		Date signed (month, day, year)
Printed name of official destroying records	Position	Date records destroyed (month, day, year)

Example

Let's say your office has
**Personnel Files &
 Time Sheets** from 2014-
 before and **Budgets** from
 12/2019-before you are trying
 to destroy.

Personnel Files: GEN 10-27
Time Sheets: GEN 10-11
Budgets: GEN 10-26

DESTROY 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.

DESTROY after ten (10) years and after
 receipt of STATE BOARD OF ACCOUNTS Audit
 Report and satisfaction of unsettled charges.

DESTROY after five (5) years.

19

Contact Information

CONTACT INFORMATION			
Name of office		County	
Address (number and street)		City	ZIP code
Name of contact person	Telephone number		E-mail address

CONTACT INFORMATION			
Name of office Random Office Name		County Random	
Address (number and street) 123 Main St		City Random	ZIP code 12345
Name of contact person Amy Random	Telephone number (123) 456-7890		E-mail address amy@random.com

20

Record Series Information

RECORD SERIES INFORMATION			
RECORD SERIES TITLE OF RECORDS TO BE DESTROYED	DATE RANGE OF RECORDS (m / yyyy to m / yyyy)	RECORD SERIES NUMBER (REQUIRED)	VOLUME (number of boxes, rolls, etc.)
Personnel Files	01/2000 to 12/2014	GEN 10-27	1 box
Time Sheets	01/2000 to 12/2014	GEN 10-11	5 boxes
Budgets	01/2000 to 12/2019	GEN 10-26	3 folders
	to		
	to		
	to		
	to		
	to		
	to		
	to		
	to		
	to		

21

Review the 2 Sections

You as the records custodian are responsible for checking that the **Contact** and **Record Series Information** are **correct**, Including that the record series retention period matches the dates you list on the NOD form.

IARA is available to review your NOD form or answer any questions you have when filling out the NOD form.

22

Destroy the records!

Once the NOD form is verified as correct by your office or IARA, then you can destroy the record *immediately* or *schedule destruction for a certain date in the future.**

If scheduling, you will have to wait to complete and send in the NOD form until the records are destroyed, see Destruction Information section.

23

Methods of Destruction (paper)

The proper way to destroy records would be through **shredding or incineration**.

Do not sell or give public records away.

*Public 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.*

For methods of destruction for **electronic** records or **severely damaged** records, contact IARA's Records & Information Management division.

24

Destruction Information

DESTRUCTION INFORMATION		
These records were destroyed according to a retention schedule approved for use by the Indiana Oversight Committee on Public Records.		
Signature of official destroying records		Date signed (month, day, year)
Printed name of official destroying records	Position	Date records destroyed (month, day, year)

DESTRUCTION INFORMATION		
These records were destroyed according to a retention schedule approved for use by the Indiana Oversight Committee on Public Records.		
Signature of official destroying records <i>AJ Random</i>		Date signed (month, day, year) 02/04/2025
Printed name of official destroying records Amy Random	Position Random Title	Date records destroyed (month, day, year) 02/04/2025

25

NOTICE OF DESTRUCTION OF COUNTY / LOCAL GOVERNMENT RECORDS IN ACCORDANCE WITH AN APPROVED RETENTION SCHEDULE
State Form 4400 (01/15) - 1-01

INDIANA ARCHIVES AND RECORDS ADMINISTRATION
COUNTY / LOCAL RECORDS MANAGEMENT
402 West Washington Street, Room 1042
Indianapolis, Indiana 46204
Telephone: 317-232-3300
E-mail: records@iga.in.gov

This form is to be used only for documenting the destruction of records as scheduled in an approved county / local records retention schedule. For requests to dispose of records not listed on a retention schedule, use State Form 3500. For requests to transfer records scheduled as PERMANENT to a local historical entity instead of maintaining them in the originating office or transferring them to the Indiana Archives, use State Form 3726.

INSTRUCTIONS:

- Complete ALL Contact and Record Series Information fields. Record Series Number is REQUIRED for all records listed.
 - If you do not know the Record Series Number, contact IAA's County / Local Records Management section for more information.
 - If the records do not have a Record Series Number, use State Form 3050 as described above.
- Destroy records in accordance with the listed Record Series Number and complete the Destruction Information fields on this form.
- Send one (1) copy of the completed form to the secretary of your County Commission of Public Records for inclusion in the minutes of the next meeting and retain one (1) for your records.

CONTACT INFORMATION			
Name of office Random Office Name	County Random		
Address (number and street) 123 Main St	City Random	Zip code 12345	
Name of contact person Amy Random	Telephone number (123) 456-7890	E-mail address amy@random.com	

RECORD SERIES INFORMATION			
RECORD SERIES TITLE OF RECORDS TO BE DESTROYED	DATE RANGE OF RECORDS (m / yyyy to m / yyyy)	RECORD SERIES NUMBER REQUIRED	VOLUME (number of boxes, rolls, etc.)
Personnel Files	01/2000 - 12/2014	GEN 10-27	1 box
Time Sheets	01/2000 - 12/2014	GEN 10-11	5 boxes
Budgets	01/2000 - 12/2019	GEN 10-26	3 folders
	to		
	to		
	to		
	to		
	to		
	to		
	to		
	to		

DESTRUCTION INFORMATION		
These records were destroyed according to a retention schedule approved for use by the Indiana Oversight Committee on Public Records.		
Signature of official destroying records <i>AJ Random</i>		Date signed (month, day, year) 02/04/2025
Printed name of official destroying records Amy Random	Position Random Title	Date records destroyed (month, day, year) 02/04/2025

Completed NOD Form

Keep a copy in your files according to GEN 20-01 permanently

Send a copy to the Secretary of your County Commission of Public Records (CCPR) which could be YOU!

Tutorial on the NOD Changes!

26

What is the County Commission of Public Records (CCPR)?

Every county in Indiana has a CCPR that meets at least once per year, is made up of (7) office holders, and they are one of your partners in records management. The CCPR gathers NOD forms for their meeting minutes, approves/denies PR-1A or PR-1B forms, and helps guide county offices on records retention and IARA updates.

****You as Recorders are apart of the CCPR! ****

Want to know more about the CCPR? Check out the Webpage or Watch the Webinar!

27

Where can I access the information from this presentation?

IARA's website: <https://www.in.gov/iara/>

County/Local Records Custodian Handbook

Subscribe to the monthly email bulletin or attend monthly Teams chats by emailing "subscribe me!" to cty@iara.in.gov

28



Thank You!

achristiansen@iara.in.gov

cty@iara.in.gov

(812) 929-3882 (please leave a VM)