



We the Representatives of the people of the Territory of Indiana, in Convention met at Corydon, on Monday the tenth day of June in the year of our Lord eight hundred and seventy six and of the independence of the United States the fortieth, having the right of admission into the General Government, as a member of the same, pursuant to the Constitution of the United States, the Ordinance of Congress of one thousand thousand and

Indiana Archives

and Records Administration

County Auditor Records

May 2019

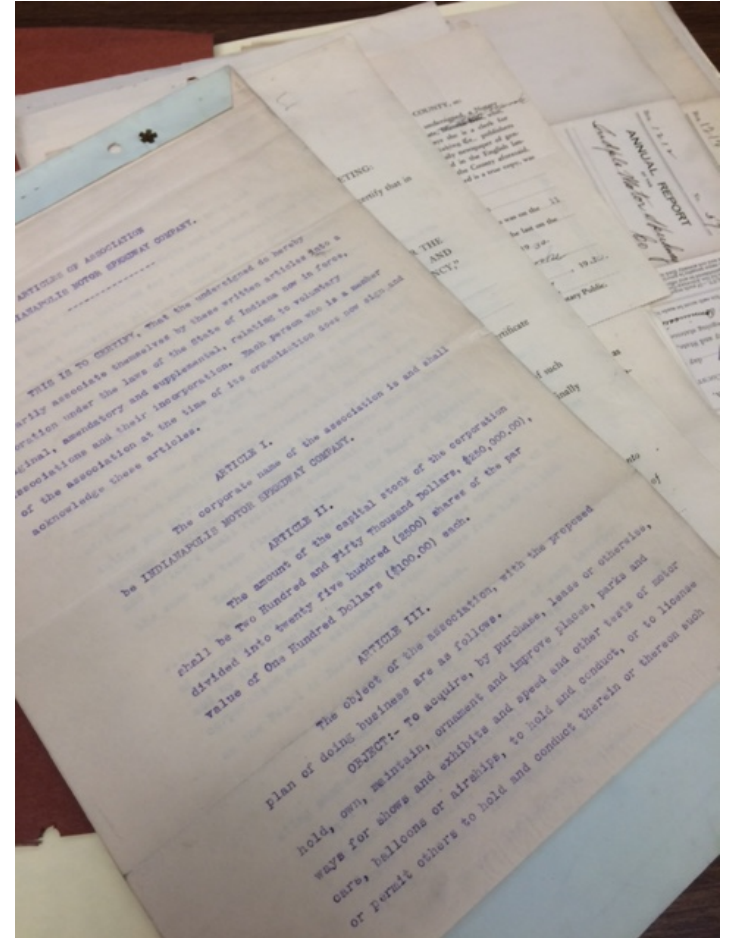
What is IARA?

- Forms Management
- Records Management
 - State Government
 - Local Government
- Digitization and Micrographics Services
- Records Center
- State Archives
- OCPR – Oversight Committee on Public Records



What is a Government Record?

“Any writing, paper, report, study, map, photograph, card, tape recording, or other material that is created, received, retained, maintained, used or filed by a public agency and which is generated on paper, paper substitutes, photographic media, chemically based media, electronically stored data, or any other material, regardless of form or characteristics.”



Government Records

What Does That Include?

- Paper
- Film and microforms
- Website
- Email
- Data in a database
- Born-digital records
- Scanned/Digitized images
- Audio files
- Social Media
- Metadata and Indexes



What is Records Retention?

- How is the length of retention determined?
 - Generally, Records Management staff work with county/local offices utilizing established retention schedules to identify:
 - The Administrative and Fiscal value
 - Legal value
 - Public Demand and Interest, and
 - Historical value of the information
- Paper, Film, Electronic
 - Retention is based upon content – NOT storage media

Retention Periods...

- Transitory: can be destroyed immediately.
- Short-term: generally ten years or fewer.
- Long-term: greater than ten years and not permanent.
- Permanent: forever.



County Auditor (AU) Retention Schedule

- Officials should first reference this office-specific retention schedule https://www.in.gov/iara/files/county_auditor.pdf.
- The AU Retention Schedule is divided into seven (7) categories:
 1. Books, Ledgers, Registers and Journals
 2. Notices, Certificates and Certification
 3. Tax Records
 4. Reports, Statements and Petitions
 5. Contract Bids
 6. Budget Estimates and Fund Encumbrances
 7. Asset Inventory

Reading a Retention Schedule

NOTICES, CERTIFICATES AND CERTIFICATION

AU 10-3	Form 100R – Certified Report of Names, Addresses, Duties and Compensation of Public Employees	PERMANENT. May microfilm according to 60 IAC 2 standards. Original may be retained in office or transferred to the Indiana State Archives pursuant to IC 5-15-6-6 at such time as original record no longer has official value but has historical value. If microfilmed, original may be destroyed upon receipt of written approval from the county commission of public records and Indiana Commission on Public Records.
AU 10-4	Tax Sale Certificate – (Statutory) [IC 34-11-2-5]	DESTROY after five (5) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.

Permanent Records

- In many jurisdictions, you can only destroy permanent paper records if you MICROFILM the original paper records.
- If you digitize **Permanent** records, or they are submitted electronically, they may also be REQUIRED to be converted to microfilm.
- Digital records are generally NOT recognized as **Permanent** format to preserve information.

How do I microfilm these? (or is microfilm still a thing)?

- Estimated life span of microfilm stored at proper conditions is 500 years. The estimated life span of a digital file is about 10 years (Source: Temple University Libraries)
- The cost of maintaining microfilm is small compared with that of digital images. (Source: NARA)
- Save on storage space! We can also digitize from film!
- Contact us at imaging@iara.in.gov

TECHNOLOGY

Microfilm Lasts Half a Millennium

Millions of publications—not to mention spy documents—can be read on microfilm machines. But people still see these devices as outmoded and unappealing. An Object Lesson.

CRAIG SAPER JUL 22, 2018



GEORGE FREY / AP

IARA's Digitization and Microfilm Services

www.in.gov/iara/2341.htm

Some prices:

16 mm microfilming (per image)	3¢
(minimum 1250 images or \$37.50 per roll)	
Scan non-archival documents (per image)	2½ ¢
Optical Character Recognition (per image)	3½ ¢
Convert digital files to film	\$32.50
Storage of master film in IARA vault	FREE

Destruction of Records

- It may be illegal to destroy government records if you do not have an approved records retention schedule or permission from your county commission of public records.

Indiana Law:

A public official may not mutilate, destroy, sell, loan, or otherwise dispose of any government record, except under a retention schedule or with the written consent of the administration (Archives & Records). IC 5-15-5.1-1-14

Notice of Destruction – SF 44905



NOTICE OF DESTRUCTION OF NONPERMANENT RECORDS (Local Government Public Records)

State Form 44905 (R7 / 7-15)

INDIANA ARCHIVES AND RECORDS ADMINISTRATION
 402 West Washington Street, Room W472
 Indianapolis, Indiana 46204
 Telephone: 317 232-3380
 cty@iara.in.gov

- INSTRUCTIONS:**
1. This form may be used only for the destruction of nonpermanent records. Use State Form 30505, Request for Permission to Destroy or Transfer Certain Public Records (PR-1), to request destruction of permanent records.
 2. Complete all Contact and Record Series Information fields.
 3. Send the original to the secretary of the County Commission of Public Records.
 4. Send a copy of this form to the Indiana Archives and Records Administration at the above address.
 5. Delay destruction of records listed for thirty (30) days. During this period, the Indiana Archives and Records Administration will review the request and may follow up with the requestor. If the requestor is not contacted by the Indiana Archives and Records Administration during this period, the records may be destroyed.
 6. Complete the Destruction Information fields and retain a copy of the completed form for your records.

RECORDS MEASUREMENT TABLE

1 Archives box (10" x 12" x 15") inside = 1 cubic foot of records	1 Linear foot of 8 1/2" x 14" documents = 1 cubic foot
1 Letter size file drawer = 1 1/2 cubic feet of records	1 Linear foot of 8 1/2" a 11" documents = 4/5 cubic feet
1 Legal size file drawer = 1 1/2 cubic feet of records	1 Linear foot of tab cards = 1/6 cubic feet
1 Number 11 record transfer box = 2 cubic feet of records	1 Linear foot of 3" x 5" cards = 1/9 cubic feet

CONTACT INFORMATION

Name of office		Date submitted to secretary and IARA (month, day, year)	County
Address (number and street)		City	ZIP code
Name of contact person	Telephone number ()	E-mail address	

RECORD SERIES INFORMATION

TITLE OF RECORDS TO BE DESTROYED	DATE OF RECORDS	RECORD SERIES NUMBER	VOLUME (cubic feet)

Notice of Destruction – SF 44905

- **ALL SF 44905 NOTICE OF DESTRUCTION MUST CONTAIN RECORD SERIES INFORMATION.**
- The record series number is the number on the Retention schedule (left hand column) under which the record is listed
- Example: Gen 10-10 - Receipts

Request for Permission to Destroy or Transfer Certain Public Records – PR-1, SF 30505



REQUEST FOR PERMISSION TO DESTROY OR TRANSFER CERTAIN PUBLIC RECORDS (PR-1)

State Form 30505 (R6 / 6-15)

INDIANA ARCHIVES AND RECORDS ADMINISTRATION
 402 West Washington Street, Room W472
 Indianapolis, Indiana 46204
 Telephone: 317-232-3380
 cy@iara.in.gov

- INSTRUCTIONS:**
1. Prepare in quintuplicate (five (5) copies).
 2. The original and three (3) copies must be filed with the County Commission of Public Records and a copy retained by the originating agency.
 3. Upon approval by the County Commission, the Secretary must forward one (1) copy to the Indiana Archives and Records Administration at the above address; one (1) copy to the county historical society (if any); and retain the original and one (1) copy for sixty (60) days, during which time the records may be procured by an active genealogical or historical society of the county or by the Indiana Archives and Records Administration, State Archives Division.
 4. Upon the expiration of sixty (60) days the copy retained shall be forwarded to the agency, as authority to dispose of the records in accordance with the action thereon by the County Commission.
 5. The original shall be preserved as a part of the minutes of the County Commission.

RECORDS MEASUREMENT TABLE	
1 Archives box (10" x 12" x 15") inside = 1 cubic foot of records	1 Linear foot of 8 1/2" x 14" documents = 1 cubic foot
1 Letter size file drawer = 1 1/2 cubic feet of records	1 Linear foot of 8 1/2" a 11" documents = 4/5 cubic feet
1 Legal size file drawer = 1 1/2 cubic feet of records	1 Linear foot of tab cards = 1/6 cubic feet
1 Number 11 record transfer box = 2 cubic feet of records	1 Linear foot of 3" x 5" cards = 1/9 cubic feet

TO BE COMPLETED BY THE ORIGINATING AGENCY OR OFFICE.		
Name of government agency		Date (month, day, year)
Address of government agency (number and street, city, state, and ZIP code)		
Name of contact person	Telephone number ()	E-mail address
Type of request (check one) <input type="checkbox"/> Request to destroy <input type="checkbox"/> Request to microfilm and destroy <input type="checkbox"/> Request to destroy previously microfilmed originals <input type="checkbox"/> Request to transfer to: _____		
TO: Secretary, Commission of Public Records, of _____ County, Indiana		
NAME OR DESCRIPTION OF RECORDS	VOLUME OF RECORDS (See records measurement table.)	DATE OF RECORDS (month, day, year)



Other County Auditor Records' Frequently Asked Questions

How long do I need to keep SBOA Audit Reports?

GEN 10-37	STATE BOARD OF ACCOUNTS AUDIT REPORTS	PERMANENT. May microfilm according to 60 IAC 2 standards. Original may be retained in office or transferred to the Indiana State Archives pursuant to IC 5-15-6-6 at such time as original record no longer has official value but has historical value. If microfilmed, original may be destroyed upon receipt of written approval from the county commission of public records and Indiana Archives and Records Administration.
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How long do I need to keep AU 10-7 Indiana Property Tax Benefits (Deductions)?

Records that include Homestead Standard Deduction, Supplemental Homestead Deduction, Solar Energy Heating or Cooling Systems, Wind Power Device, Mortgage Deduction, Over 65 Deduction, Blind Deduction, Over 65 Circuit Breaker Credit, Disabled Deduction, Disabled Veteran Deduction, Veteran with Service Connected.

Destroy three years after the following two conditions have been met:

1. Sale of property, death, refinance, or other termination of mortgage.
2. Receipt of SBOA Audit Report and satisfaction of unsettled charges.

Do I need to attend my county Local Public Records Commission meetings?

IC 5-15-6-1 (b) The county commission shall consist, ex officio, of: (1) the judge of the circuit court or the judge's designee; (2) the president of the board of county commissioners or the president's designee; (3) **the county auditor or the auditor's designee**; (4) the clerk of the circuit court or the clerk's designee; (5) the county recorder or the recorder's designee; (6) the superintendent of schools of the school district in which the county seat is located or the superintendent's designee; and (7) either: (A) the city controller of the county seat city or the city controller's designee; or (B) if there is no city controller as described in clause (A), then the clerk-treasurer of the county seat city or town.

I need additional help. Where can I look? Who can I ask?

A couple helpful websites

Association of Indiana Counties www.indianacounties.org

Accounting and Uniform Compliance Guidelines Manuals
www.in.gov/sboa

Ask your peers

Ask IARA's county record coordinators cty@iara.in.gov

What if the form/record series I'm looking for is not listed on the County Auditor Retention Schedule?

County/Local General Retention Schedule (GEN)

- This Retention Schedule is divided into five (5) categories:
 1. Administrative
 2. Accounting and Finance
 3. Personnel
 4. Publications and Reports
 5. Audio, Video and General Media
- GEN schedule is applicable to *all* offices in addition to their office specific Retention Schedule.
- Retention periods for some records are increased in length of time to be retained because current Indiana Code statute of limitations have been applied to all records on this schedule.

County/Local General Retention Schedule (GEN)

The local retention schedules are available via: <https://www.in.gov/iara/2739.htm>.

County & Local Government Records

- Office Specific Schedules:
 - Assessing Official (AS)
 - County Auditor (AU)
 - County Clerk Non-Judicial (CL)
 - County Coroner (CO)
 - County Recorder (RE)
 - County Treasurers (TR)
 - County Prosecutor (PR)
 - Zoning, Planning , Development, Enforcement (LAND)
 - Public-Private Agreements (PPA)
 - Public & Charter Schools (ED)
 - Public Safety Agencies
 - The local retention schedules are available via:
<https://www.in.gov/iara/2739.htm>.

Other Local Schedules

- **City/Town/District Retention Schedules**
 - Cities And Towns (CT)
 - Special Districts (SD)
 - Township Trustee (TT)
- **Other Local Retention Schedules**
 - Public Libraries (LIB)
 - Education Institutions (EDA/EDS/EDC) (Public & Charter Schools)
- **Additional Retention Information**
 - Year-to-Year Destruction Schedule
 - Judicial Records Retention Schedule – Administrative Rule #7

IARA Local Records Website

<https://www.in.gov/iara/2739.htm>:

- **Specific to County/Local Records**
 - Records Retention Schedules
 - Example of County E-Mail Retention Policy
 - Guide to Preservation and Destruction of Local Public Record
 - Forms (for county/local records)
 - County and Local Government Links
- **General Records Management**
 - What is a Retention Schedule?
 - Publications
 - Laws
 - Links
 - Records Disaster Prevention and Reporting



*We the Representatives of the people of the Territory of Indiana, in
Convention met, at Corydon on Monday the tenth day of June in the year
of our Lord eighteen hundred and sixteen, and of the Independence of the
United States of America do hereby certify that the following is a true and
correct copy of the original as the same appears on the records of the
said Convention.*

Indiana Archives

and Records Administration

Thank You!

cty@iara.in.gov
317-232-3661