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[IARA - County/Local Records Custodians] Monthly Bulletin and Chat Invitation February 28, 2024

Indiana Archives and Records Administration sent this bulletin at 02/14/2024 10:00 AM EST



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   **Fabulous February, Records Custodians!**   

1 month down, onto month 2 of 2024! February ought to be fabulous in my mind, it means we are getting closer to spring but also that Indiana may get that dreaded huge snowfall like we have in past years (trying not to jinx us!). For me, February includes an Indy Fuel hockey game with friends, going to celebrate Valentine's Day at the fancy Columbia Club, and attending a swing dance weekend in Dayton, Ohio. I hope your February includes fun in the sun or snow!

Last Month's Bulletin

In the January 2024 bulletin, discussion topics included looking for taskforce members, the RE Retention Schedule Updates and Online Training, and the topic of the month was verifying the 2024 CCPR Secretaries/Chairpersons for each county in the state.

To view past bulletins and chats, go to our [RM Bulletins and Chat Archive](#) webpage.

News You Can Still Use: Still Looking for CT Taskforce Members!

If you know anyone in city or town local government who deal with records frequently or you yourself would like to help on the CT taskforce to update the Cities & Towns (CT) retention schedule in 2024, please let Amy know by emailing achristiansen@iara.in.gov!

What is required of me to help on the CT taskforce? Not much! The taskforce will meet once a month on Microsoft Teams (usually lasting an hour) until the taskforce feels the new draft of the retention schedule is ready for approval by IARA and the OCPR. At the meetings, we usually go over the retention schedule and look for any changes, any records missing, etc. to add/revise the draft. You can participate as much or as little as you like.

CCPR secretaries, please forward this information to any city and town local government employees in your county accordingly.

News You Can Also Use: Travel Requests

Like I said, I'm available to visit your county in person through the end of March. I can come to do individualized discussions, for group presentations, anything you need records and information management wise that needs to be handled in person. And as always, I can talk with you over the phone, virtually on Microsoft Teams and Zoom, or through email.

To schedule a visit, please email or call me at achristiansen@iara.in.gov or cty@iara.in.gov, and (812)929-3882.

If you'd like me to visit your county, let me know!



News You May Be Able to Use?: I'm Pregnant!



My husband Robert and I like to say this pregnancy was "well planned but poorly timed." We are very excited to welcome a baby boy this spring, the due date being May 15th. If you are curious, his name will be Edwin Carlos, two family names from both sides. Please notice the baby bump forming as I'm working on 6 months!

How will my pregnancy affect the counties? Well, I will stop traveling in April due to the pregnancy so now is the time to request my services in-person! Also, I will most likely be out of office this summer, from May to August. I promise baby pictures upon my return! During my off time, my co-worker, Madison Young, Records Analyst III, will be taking over a lot of my responsibilities. So, please be kind to Madison as she steps into the role for a few months as I step into the motherhood role.

RM Topic of the Month: CL Retention Schedule Updates and Online Training

In October 2023, the OCPD approved updates to the [Non Judicial County Clerk \(CL\) retention schedule](#).

Some of the updates include 5 brand new record series, 20 deactivated record series, and 12 amended record series. (See Record Series Update Overview at the end of the schedule packet for more details or attend the online training.)

Also, on Friday, February 22nd, 2024, IARA will be giving a training on those updates at 10 a.m. eastern virtually on Microsoft Teams for anyone interested although we would encourage county clerks and their deputies to attend.

What: Online Training for the Updates to the CL Schedule

When: Friday, February 22nd at 10 a.m. EST

Where: Microsoft Teams (virtual, will be recorded)

Who: IARA's Records & Information Management staff

How to Register: Click this [link](#). If you have any trouble registering, please reach out to cty@iara.in.gov.

February Records Custodians Chat

Our next Records Custodians Chat will be happening on February 28th.

Meeting Information

Date: February 28, 2024

Time: 11 a.m. to 11:30 a.m. EST

Place: Microsoft Teams

About the Meeting

This 30-minute meetup is an informal setting in which to ask questions or talk about records management concerns; normally I'll begin by introducing any IARA colleagues attending, talk a bit about the topic of the monthly bulletin and make any announcements, then open things up for questions and discussion.

I've included an agenda to help keep me us all on topic, so there'll be plenty of time for your questions and records management discussion once Amy remembers to click Mute!

Adding Yourself to the Meeting Invite List

✉ Desktop Outlook

- Save the [attached file](#) to your desktop.
- Make sure Outlook is open.
- Double-click the .ics file.
- Outlook will open it up as a traditional meeting invitation.

- Click "Accept" to add it to your calendar.
- Because this meeting is recurring, you should never have to add yourself again.

✉ Outlook on the Web

- Save the [attached file](#) to your desktop.
- In your web version of Outlook, go to the Calendar page.
- Choose "Add Calendar," then in the left pane, "Upload from file."
- Click "Browse" and find the .ics file, then click "Open."
- Choose a preferred calendar from the dropdown list. (Even if you only have one.)
- Click "Import."
- Outlook will add the meeting to your calendar.
- Because this meeting is recurring, you should never have to add yourself again.

Meeting-Up in MS Teams

Are you new to using Microsoft Teams? No worries, IARA can help you navigate.

MS Teams is a collaboration app that many state agencies are now using to stay organized and have conversations with colleagues inside and outside of the agency.

But if your agency doesn't use Teams? No worries. You don't need to have the software installed on your computer to participate in a Teams call.

To Join the Meeting By Phone

1. **Dial** 317-552-1674 at the designated meeting time, then enter this PIN when prompted:
614 865 189#
2. We'll let you into the meeting.

To Join the Meeting by Computer

1. **Click meeting link [here](#) at the designated meeting time.**
2. A new tab or window will open in your default web browser. From there:
 - Choose the option to join on the web if you don't normally use Teams, then click "Join now."
 - Join through your desktop or mobile application if you're familiar with using Teams and would prefer that to the web version.

If you have other questions about how to use Teams, or about the meetup, just contact me and we'll figure things out together!

...

AMY CHRISTIANSEN

Records Management Liaison

Indiana Archives and Records Administration

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- [county_clerk_new.pdf](#)

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