

We only use cookies that are necessary for this site to function to provide you with the best experience. The controller of this site may choose to place supplementary cookies to support additional functionality such as support analytics, and has an obligation to disclose these cookies. Learn more in our [Cookie Statement](#).



[IARA - County/Local Records Custodians] Monthly Bulletin, June 2024

Indiana Archives and Records Administration sent this bulletin at 06/19/2024 10:01 AM EDT



  **Happy June, Records Custodians!**  

June means the start of summer, which for me, means staying indoors because I burn quickly! I hope everyone else enjoys the sunlight (and hope you don't burn either), the rain, the warmer temperatures, and the longer evenings since the sun sets after 9 p.m. here. That I do enjoy!

Last Month's Bulletin

In the May 2024 bulletin, discussion topics included Amy C is out on leave, Madison is filling in, Baby Edwin arrived, No May Chat, Preventing Damage to Records, Updated Record Retention Fact Sheet from the Dept. of Education, and Records & Data.

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

News You Can Use: Amy is OUT (on leave), Madison is (filling) IN!

Just doing another reminder that Amy Christiansen will be out on maternity leave from May to August so direct all records & information management questions to cty@iara.in.gov. Madison Young and the rest of the RIM division will do an excellent job taking care of your concerns. ****Again, do not email achristiansen@iara.in.gov or call (812) 929-3882 because neither will be monitored for about 3 months, from mid-May to August.**** Reach out to cty@iara.in.gov instead!

More News You Can Use: Introducing Madison!

While many of you already know me from the January chat or email communication, I wanted to officially introduce myself to you! I am the County/Local Records Analyst, and my job duties are essentially the same as Amy C's. I started at IARA in June 2022 working in the Forms Management Program and officially transitioned into RIM in October 2023.

I am an avid lover of history - specifically Mary, Queen of Scots. I received my Bachelor's of Arts in History in 2020 and my Master's of Arts in History in 2023, both from the University of Indianapolis. I enjoy reading, baking, and building Lego sets (mostly Star Wars and Disney).

RM Topic of the Month: Shredding Services and Q&A with Grant Durnil

The State of Indiana's Dept. of Administration signed a new shredding QPA! County/Local governments, K-12 schools, and universities are able to use this shredding QPAs through the OneIndiana initiative. If this is something you would like to use, you will need to reach out to Shredding and Storage Unlimited at the contact info below:

Josh Gornall

Shredding & Storage Unlimited

3001 S Walnut St

Bloomington, IN 47401

(812) 332-3299

josh@shreddingunlimited.com

You will also soon be able to request service through Spendbridge; they help counties utilize State QPA contracts.

All of the shredding information can be found [here](#).

June Records Custodians Chat

Our next Records Custodians Chat will be happening on June 26th.

Meeting Information

Date: June 26, 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!

. . .

MADISON YOUNG

County/Local Records Analyst

Indiana Archives and Records Administration

o: 317-522-9072

e: mayoung@iara.in.gov

w: www.in.gov/iara

a: 402 W Washington St, Room W472, Indianapolis, IN 46204

This message was sent to you because you are the Secretary of your county Commission of Public Records (County Clerk or Recorder), or you are a county/local records custodian who has requested to be added to this list. If you no longer wish to receive these messages, please let us know at cty@iara.in.gov and we'll remove you from our distribution list.

Subscribe to updates from Indiana Archives and Records Administration

Email Address e.g. name@example.com

Share Bulletin



Powered by



[Privacy Policy](#) | [Cookie Statement](#) | [Help](#)