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[IARA - County/Local Records Custodians] Monthly Bulletin November 2024 & Chat Invitation December 4, 2024

Indiana Archives and Records Administration sent this bulletin at 11/08/2024 10:00 AM EST



Looking for positive sounding adjectives that start with the letter N is nauseating. Get it? Because nauseating starts with N but doesn't sound positive? I'm in my mom joke era! Anyway, I hope this noisy, neat, and nifty bulletin brings you some noxious notables! I'm beginning my November in Florida for a friend's wedding and introducing Edwin to sandy beaches. I hope it ends with meals of green bean casserole and mashed potatoes with gravy. I'm thankful to be making it through 2024 with many blessings. What are you thankful for?

Last Month's Bulletin

In the October 2024 bulletin, discussion topics included TT Retention Schedule Training Online, Approved Updates to the GEN and CT Retention Schedules!, CCPR Secretaries, Please Hold Your Annual CCPR Meetings, Indianapolis Public Schools Clean Up, Amy and Madison Won An Award, and the Topic of the Month was CCPR Webpage on IARA's Website.

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

Reminder You Can Use: No November 27th Chat, attend on December 4th.

With November 27th and December 25th being near or actual holidays when I usually schedule the Chats, we decided to combine those and schedule the last Chat of 2024 on Wednesday, December

4th at 11 a.m. eastern. The meeting link should be updated in Microsoft Teams but see it at the end of the bulletin.

News You Can Use: LAND & CT Retention Schedule Overview Online Trainings

On Fridays, November 15th & December 13th from 2-3 p.m., IARA will be hosting 2 online trainings about the updates to the Zoning, Planning, Development, and Enforcement (LAND) retention schedule from June 2024 and the Cities & Towns (CT) retention schedule from September 2024. We would love to have anyone who deals with zoning and planning boards or cities and towns to attend either training!

To register for the 11/15 LAND Online Training, click [here](#).

To register for the 12/13 CT Online Training, click [here](#).

The online trainings will be recorded and available on IARA's website by the end of the year. To find the LAND or CT retention schedules or any other schedules, click [here](#).

News We Can Celebrate Again: Amy & Madison's Award!

Congratulations to Amy Christiansen and Madison Young on their Governor's Public Service Achievement Awards! Amy and Madison have advanced Governor Holcomb's pillars by providing excellent government service at the county/local level by implementing streamlined, modernized procedures to support county/local government office efforts in managing their data and critical records. During 2023-2024, they oversaw a new initiative for supporting counties - Records and Information Management Task Forces. The outcome was six records retention schedules revised and modernized in a 12 month period. These updated schedules now accurately reflect the work of each office, have been vetted by the experts who create and manage the records, provide increased transparency, and give Hoosiers the information they need to find the data and records they require.



Pictured left to right: IARA's Executive Director, S. Chandler Lighty, Records Management Liaison, Amy Christiansen, Records Analyst, Madison Young, and Governor Eric J. Holcomb.

My Trip to Iceland!



News We Can Celebrate: The City of Kokomo's Destruction Project!

Records retention is often overlooked - simmering on the back burner until it overflows! The City of Kokomo last shredded records in 2011. In the past 13 years, we amassed over 1,400 boxes to be sorted and assigned a Record Series. This was a monumental project that required several months to finish. Each box was carefully inspected, labeled, and added to a spreadsheet. Several emails to Amy Christiansen ensued, and with her supportive guidance, we finally completed the initial sort! After double-checking every box, all Department heads were given a list of records to be shredded for approval. Once approved, all 3-ring binders, binder clips, and book rings were removed in preparation for shredding. A checklist of all items to be destroyed was printed and all eligible boxes were marked for destruction. We plan to reuse the current boxes, so stickers were applied to each box on the shred list. The Notice of Destruction of County/Local Government Records (Form #44905) was prepared in anticipation of shredding day!!

Once the shredding is complete and necessary forms are submitted:

1. Shelves will be organized and labeled by department to facilitate easier access to records.
2. Clear sleeves (rescued from the many 3-ring binders we removed) will be installed on all remaining boxes, and a form will be created (To be automatically completed from a linked spreadsheet) to be inserted.
3. Records will be sorted by date and record series to streamline future shredding.
4. All permanent records will be moved to plastic filing boxes for better protection.

It was also discovered that we may not have two copies of all critical records. Therefore, all critical records will be scanned and stored electronically and in print at our storage facility. I am eager to implement these changes to simplify records retention for the City of Kokomo in the future.



Pictured: Weston Reed, Sandy Roe, and Mayor Tyler Moore.

RM Topic of the Month: Gateway is not a Records Repository

Madison and I receive a lot of questions from county/local offices about their use of Gateway as a place to retain records. So, we spoke with SBOA about the function of Gateway and how counties can use it. Here is what we learned:

The Indiana Gateway for Government Units provides a central commons for local units to *submit* their financial forms to the State of Indiana. The keyword in that sentence is *submit*.

Gateway is NOT a records repository, it is just a submittal platform. County/local offices will need to retain their records in an alternative repository in their own offices. That repository could be on a server, on paper, etc. but do not rely on Gateway as a system to retain your records for their retention periods.

December Records Custodians Chat

Our next Records Custodians Chat will be happening on December 4th.

Meeting Information

Date: December 4, 2024

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

Place: Microsoft Teams

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Join with a video conferencing device

indiana@m.webex.com

Video Conference ID: 118 256 857 9

[Alternate VTC instructions](#)

Or call in (audio only)

[+1 317-552-1674](tel:+13175521674), [614865189#](tel:+1614865189) United States, Indianapolis

Phone Conference ID: 614 865 189#

[Find a local number](#) | [Reset PIN](#)

[Learn More](#) | [Meeting options](#)

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

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- [county_citiesandtowns.pdf](#)
- [county_land new.pdf](#)

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