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[IARA - County/Local Records Custodians] Monthly Bulletin and Chat Invitation October 30, 2024

Indiana Archives and Records Administration sent this bulletin at 10/16/2024 02:00 PM EDT



   **Spooky October, Records Custodians!**   

BOO! I bet that totally scared you. What might scare you is how LONG this bulletin is, we've got so much news to share! Get yourself a treat this October because I'm also "treating" myself to a quick international vacation with my family to Iceland. My mom, husband, myself, and baby Edwin are going to the Nordic island in mid-October to see the northern lights and all its natural wonders. Other various attractions beyond geological sites include a punk rock museum, cinnamon rolls from Braud & Co., tiki bars, Jungle Cocktail Bar & Tiki-Taka, and very bizarre one: the chess grandmaster, Bobby Fischer's gravesite!

Last Month's Bulletin

In the September 2024 bulletin, discussion topics included Online Training for GEN Updates, No Travel October, and the Topic of the Month was a Reminder about IC 5-15-6-8 and Level 6 Felony.

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

News You Can Use: TT Retention Schedule Online Training

On Friday, October 25th from 2-3 p.m., IARA will be hosting an online training about the updates to the [Township Trustee \(TT\) retention schedule](#) from June 2024. We would love to have anyone who deals with township trustee records to attend!

To register for the 10/25 TT Online Training, click [here](#).

The online training will be recorded and available on IARA's website in late October/early November. To find the Township Trustee (TT) retention schedule or other schedules, click [here](#).

More News You Can Use: Approved Updates to GEN & CT Retention Schedules!

On September 25th, OCPR approved the updates to the [GEN](#) and [CT](#) retention schedules. We had a training for the GEN Updates on October 4th which should be posted [here](#). The CT Online Training will be held on Friday, December 13th at 2 p.m. (And the [LAND](#) Updates which were approved in June will have a training on Friday, November 15th at 2 p.m.) More details to come!

Attention: CCPR Secretaries, Please Hold Your Annual CCPR Meetings.

Only 18 of 92 counties have sent in their meeting minutes to IARA in 2024. We've got 3 months left of 2024. 🙄 I know a lot of the counties are waiting until November or December to hold their meetings and I'd like to give a gentle reminder that to be in compliance with Indiana Code, every CCPR must hold 1 meeting per year. See the [County/Local Records Custodian Handbook](#) (pages 28-31) for more information on CCPR meetings or watch this [webinar](#).

News We Can Celebrate: Indianapolis Public Schools Records Project!

Indianapolis Public Schools is undertaking a comprehensive records management project at Arlington Middle School to improve and streamline the district's document management system. A team of 9 temporary workers has been assigned to process student cumulative files by carefully sorting each record.

The project follows a clear process where documents are categorized into three groups: keep, destroy, or "IDK" (for records that workers are unsure how to classify). Historical documents the district wants to keep and those required for legal compliance are preserved, while outdated or unnecessary files are marked for secure destruction.

Additionally, the project includes meticulous oversight of the "destroy pile." Before disposal, all files designated for destruction are double-checked for accuracy, cataloged, and then securely destroyed. Cumulative records that need to be retained are moved to appropriate rooms for long-term storage, ensuring improved organization and compliance with state retention guidelines.

The project is expected to be completed within 3-4 months, resulting in a more accessible and efficient records management system.



More News We Can Celebrate: Amy & Madison won an Award! 🏆

Thanks to our supervisor, Meaghan Fukunaga for nominating us, we won the 2024 Governor's Public Service Achievement Award for our outstanding commitment and innovation at work have produced a measurable, positive impact on the State of Indiana, and the Governor's Office believes that our dedication and hard work deserves this recognition. We will accept our award the afternoon of October 30th at the Statehouse at an awards ceremony with reception to follow. Many thanks to our co-workers for all their help and support and of course to you all in the counties for making our jobs so easy and rewarding by helping you all manage your records more efficiently. I'll speak for us both and say we hope to continue improving our impact at the county level by increasing communication and education opportunities.

Oh, now is a great time to plug our customer satisfaction survey! Please let us know how we are doing by filling out this [survey](#) and giving any constructive criticism or feedback you'd like to offer us.

RM Topic of the Month: CCPR Webpage on IARA's Website

There is now a [webpage](#) that explains the County Commission of Public Records! How to get there:

- Go to the [Indiana Archives & Records Administration website](#)
 - Use the left side dropdown, click on "Divisions"
 - Scroll to and click the dropdown on "Records & Information Management" then click, "County Commission of Public Records"

or

- Go to the [Indiana Archives & Records Administration website](#)
 - Use the left side dropdown, scroll to and click on "Services for Government," then click, "County Commission of Public Records"



October Records Custodians Chat

Our next Records Custodians Chat will be happening on October 30th.

Meeting Information

Date: October 30, 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

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- [county_trustee_new.pdf](#)

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