

Useful Publications

- State Agency Records Manager Handbook
- Records Center Handbook
- Guidelines for Indiana State Records, Nonrecords, and Personal Papers
- Responsible Records Destruction
- Quick Tips for State Records Managers
- IARA Electronic Records Guidelines
- Electronic Records Retention and Disposition Policy
- Electronic Records Technical Standards Policy
- Recommended Capabilities for Electronic Recordkeeping Systems
- Critical Records Guidance
- Retaining Email Records - Quick Reference
- Email Retention and Deletion for State Government Employees
- Teams Types: Records Management Guidance for Microsoft Teams

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State Agency Records and Information Management

bit.ly/iara-staterm

Records and Information Management for Indiana State Agencies



Definitions

Records and Information Management (RIM) is the responsibility we all have of identifying the records we work with, across all formats, following and updating Records Retention Schedules, and making sure the records are accessible and usable through their lifecycle.

A **Records Retention Schedule** lists out the categories of records a state agency or a division of an agency produces. There is also a State General Retention Schedule which contains very common categories that all agencies can use.

Those categories are called **Record Series**, which contain an ID number and title, a description of the sort of files it applies to, and instructions on how long, where, and in what format to retain the records before their final disposition, which is either destruction or transfer to the State Archives.

An **Agency Records Coordinator** is the employee designated by your agency to sign-off on record transfers or destruction, answer staff questions about agency records, and work with IARA to update Retention Schedules and respond to any records-related issues that arise.

A **Records Manager** is anyone in a state agency who works with records. They may work with the Records Coordinator. They may work with IARA instead of the Records Coordinator, if they happen to be more familiar with the specific type of records being discussed.

If it sounds like we're saying *all* state employees should consider themselves Records Managers and read the State Records Manager Handbook, you're right!

State Records Manager Handbook

bit.ly/iara-handbook-staterrecordsmanager

IARA's RIM Team

- Develops and maintains the State General Retention Schedule.
- Works with agencies to create or update their agency or division-specific Retention Schedules.
- Helps any state employee identify the correct Record Series for a specific set of records, if one exists.
- Helps Records Coordinators determine when a *new* Record Series is required.
- Provides online records management training courses, webinars, and customized live training.
- Develops written policies and guidance for challenging RIM situations.
- Publishes a monthly bulletin to all Records Coordinators and any Records Managers who would like to be added to the mailing list.
- Conducts a monthly MS Teams chat open to the above people plus any other state employees interested in (or tasked with) managing agency records.

Updating a Retention Schedule

RIM staff work with the Records Coordinator or other Records Managers to create or revise agency Retention Schedules when items need to be added to cover new programs, removed because they are no longer created, or updated due to changing laws or new agency issues.

The agency and IARA develop drafts until a final version is agreed upon, then it is submitted to IARA's Leadership Team, then to the agency head for their review and a signature of approval.

Finally, the Oversight Committee on Public Records, IARA's governing body, reviews the final draft and votes to approve it (sometimes with their own amendments) at their monthly board meeting.

At that point, the new Records Retention Schedule is official!

The final document is sent to the agency and filed with IARA's historical retention schedules (Record Series 84-50!), and the information is placed online in the ResearchIndiana Database, available for printing or searching in IARA's Record Series Search.

All About Retention Schedules

bit.ly/iara-allaboutretentionschedules

State General Retention Schedule

bit.ly/iara-gr-state

State Agency Retention Schedules

bit.ly/iara-retentionschedules-state

Record Series Search

bit.ly/iara-search-recordseries