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[IARA - County/Local Records Custodians] Monthly Bulletin and Chat Invitation September 25, 2024

Indiana Archives and Records Administration sent this bulletin at 09/16/2024 10:00 AM EDT



   **Splendid September, Records Custodians!**   

September is feeling splendid, the weather is shifting, and soup season is upon us! My family is taking a quick excursion to Chicago to visit friends, see our first Chicago Cubs baseball game, and attend a swing dance event called the Great Lakes Balboa Escape! I hope your September is full of fun too.

Last Month's Bulletin

In the August 2024 bulletin, discussion topics and tips included an IARA Staff Update, Proper Storage Environments/Handling Moldy Records, and the Topic of the Month was Records & Administration Changes.

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

News You Can Use: Online Training for GEN Updates!

On Friday, October 4th from 2-3 p.m., IARA will be hosting an online training about the updates to the [County/Local General \(GEN\) retention schedule](#) from June 2024. We would love to have you attend! No matter what your position in county/local government, if you work with your office's records, this training will be useful to you.

To register for the 10/4 GEN Online Training, click [here](#).

The online training will be recorded and available on IARA's website in October. To find the County/Local General (GEN) retention schedule and other schedules, click [here](#).

More News You Can Use: Mostly No Travel October

I will not be traveling in the month of October except to those visits already scheduled. I will resume travel in November and December. If you'd like me to visit your office or county to help with your records and information management needs, please email me at cty@iara.in.gov.

RM Topic of the Month: Reminder about IC 5-15-6-8 & the Level 6 Felony

A friendly public service announcement from IARA to all counties to read and understand Indiana Code 5-15-6-8 which states,

A public official or other person who recklessly, knowingly, or intentionally destroys or damages any public record commits a Level 6 felony unless:

- (1) the commission shall have given its approval in writing that the public records may be destroyed;
- (2) the commission shall have entered its approval for destruction of the public records on its own minutes; or
- (3) authority for destruction of the records is granted by an approved retention schedule established under this chapter.

If you need assistance in filling out destruction forms, sending them to your County Commission of Public Records, or getting forms approved by the CCPR, please contact us or let IARA's County Records Management help you in your care of public records.

September Records Custodians Chat

Our next Records Custodians Chat will be happening on September 25th.

Meeting Information

Date: September 25, 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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