What is a Government Record?

"Any writing, paper, report, study, map, photograph, card, tape recording, or other material that is created, received, retained, maintained, used or filed by a public agency and which is generated on paper, paper substitutes, photographic media, chemically based media, electronically stored data, or any other material, regardless of form or characteristics."

What is Records Retention?

- How is the length of retention determined?
  - Generally, Records Management staff work with an agency to identify:
    - The Administrative and Fiscal value
    - Legal value
    - Public Demand and Interest, and
    - Historical value of the information
  - Paper, Film, Electronic, Stone Tablets
    - Retention is based upon content – NOT storage media

What Does That Include?
- Paper
- Film and microforms
- Website
- Email
- Data in a database
- Born-digital records
- Scanned/Digitized images
- Audio files
- Social Media
- Metadata and Indexes

County & Local Government Records

- County /Local General (GEN)
  - Assessing Official (AS)
  - County Auditor (AU)
  - County Clerk Non-Judicial (CL)
  - County Coroner (CO)
  - County Recorder (RE)
  - County Treasurers (TR)
  - Prosecutor (PRO)
  - Zoning, Planning, Development, Enforcement (LAND)
  - Public-Private Agreements (PPA)
  - Public & Charter Schools *
  - Public Safety Agencies *

The local retention schedules are available via: schedules.iara.IN.gov
This Retention Schedule is divided into five (5) categories:
1. Administrative
2. Accounting and Finance
3. Personnel
4. Publications and Reports
5. Audio, Video and General Media

Retention periods for some records are increased in length of time to be retained because current Indiana Code statute of limitations have been applied to all records on this schedule.

IC 5-15-6 – Local Public Records
Commissions (Membership)

IC 5-15-6-1 (b) The county commission shall consist, ex officio, of: (1) the judge of the circuit court or the judge's designee; (2) the president of the board of county commissioners or the president's designee; (3) the county auditor or the auditor's designee; (4) the clerk of the circuit court or the clerk's designee; (5) the county recorder or the recorder's designee; (6) the superintendent of schools of the school district in which the county seat is located or the superintendent's designee; and (7) either: (A) the city controller of the county seat city or the city controller's designee; or (B) if there is no city controller as described in clause (A), then the clerk-treasurer of the county seat city or town.

Other Local Schedules

- City/Town/District Retention Schedules
  - Cities And Towns (CT)
  - Special Districts (SD)
  - Township Trustee (TT)
- Other Local Retention Schedules
  - Public Libraries (LIB)
  - Public & Charter Schools (ED)
- Additional Retention Information
  - Year-to-Year Destruction Schedule
  - Judicial Records Retention Schedule

IC 5-15-6 – Local Public Records
Commissions (Officers & Meetings)

- The commission shall elect one (1) of its members to be chairman. The clerk of the circuit court or the county recorder must be secretary of the commission. The person who serves as secretary shall be determined as follows: (1) By mutual agreement of the clerk of the circuit court and the county recorder. (2) If a mutual agreement cannot be reached under subdivision (1), by an affirmative vote of a majority of members of the county commission. The commission shall provide to the administration the names and contact information for the chairman and secretary not later than thirty (30) days after the date of the determination. The members of the county commission shall serve without compensation and shall receive no disbursement for any expense.
- (d) The county commission shall meet at least one (1) time in each calendar year.

Destruction of Records

- It may be illegal to destroy government records if you do not have an approved records retention schedule or permission from your county commission of public records.

Indiana Law:
A public official may not mutilate, destroy, sell, loan, or otherwise dispose of any government record, except under a retention schedule or with the written consent of the administration (Archives & Records). IC 5-15-5-1-44

Retention Periods...

- Transitory: can be destroyed immediately.
- Short-term: generally ten years or fewer.
- Long-term: greater than ten years and not permanent.
- Permanent: A long, long time; like forever.
Permanent Records

- In many jurisdictions, you can only destroy permanent paper records if you MICROFILM the original paper records.
- If you digitize Permanent records, or they are submitted electronically, they may also be REQUIRED to be converted to microfilm. Indiana’s Micrographics & Imaging Lab can assist! ([http://in.gov/iara/2341.htm](http://in.gov/iara/2341.htm))
- Digital records are generally NOT recognized as Permanent format to preserve information.

Electronic Records & Preservation

- Challenges of Digital Technology
  - Fragile media
  - Technology dependence
  - Technology obsolescence
  - Distributed storage
    - Where is the record copy?
    - Chain of custody
  - Easy to copy, hard to preserve
  - Explosive growth

Indiana Electronic Records Program

- IARA is establishing guidelines for State and local governments to aid in the implementation of effective electronic records management programs
- The Indiana Electronic Records Policy provides a framework that illustrates the contents of an effective program by seeking to ensure that governmental units create and manage trustworthy records that demonstrate four core attributes.

E-Records: Four Core Attributes

- **Authenticity** – An authentic record is one that can be proven:
  - To be what it purports to be;
  - To have been created or sent by the person purported to have created or sent it; and
  - To have been created or sent at the time purported.
- **Integrity** – Refers to the record being complete and unaltered.
- **Reliability** – A reliable record is one whose contents can be trusted as a full and accurate representation of the transactions, activities or facts to which they attest and can be depended upon in the course of subsequent transactions or activities.
- **Useability** – A useable record is one that can be located, retrieved, presented and interpreted.

State-Sponsored Workshops

- Watch for IARA and the SHRAB offer a series of records management workshops in Indiana. In the past, these workshops have focused on:
  - Preservation of Records
  - Archival Basics
  - Electronic Records
  - Government Records

Records Projects

- State Archives Catalog on line by early second quarter of 2017. Includes state and local holdings from all three branches of government.
- Barcoding all archives holdings.
- Family Search and Ancestry Vital Records clean up project.
- Developing a New Digital Archives and Indexing system for on-line access.
www.Digitalarchives.in.gov

- Collections Include:
  - Military
    - Veteran Graves Registry
    - Militia & Guard Records
    - Veteran's Home
    - Civil War
    - Mexican War
    - WWI Gold Star & Book of Merit
  - Naturalizations

- Institutions
  - State Hospitals
  - State Inmates
  - Deaf School
  - Soldiers and Sailors
  - Children's Home

- Courts (State & County)
  - Additional Materials
    - Negro & Mulatto Registers
    - Dissolved Corporations
    - Indiana Public Lands

IARA Initiatives

- New Archives Building, Someday???
- Access to Public Records Portal in late 2017
- Public Tours and Educational Programs of State Archives facility and collections
- World War I - Centennial 2017-2018

ICPR Local Records Website

schedules.iara.in.gov:

- Specific to County/Local Records
  - Records Retention Schedules
  - Example of County E-Mail Retention Policy (Bartholomew Co.)
  - Guide to Preservation and Destruction of Local Public Record
  - Forms (for county/local records)
  - County and Local Government Links

- General Records Management
  - What is a Retention Schedule?
  - Publications
  - Laws
  - Links
  - Records Disaster Prevention and Reporting

Notice of Destruction – SF 44905

Request for Permission to Destroy or Transfer Certain Public Records – PR-1, SF 30505

Thank You!