



We the Representatives of the people of the Territory of Indiana, in
Convention met, at Columbus in the month of June in the year
of our Lord eighteen hundred and sixteen, and of the Independence of the
United States the first day of August of a session into the General
Government, as a member of the Union, consistent with the Constitution of
the United States, the Ordinance of Congress of one thousand thousand six
hundred and thirty nine, do hereby enact and declare that

Indiana Archives

and Records Administration

ILMCT Annual Conference: Records Management and Retention
Schedules – June 2024

Overview



Check out the design for the new IARA building going in downtown Indianapolis in 2026!

- RIM Overview
- Retention Schedule & Record Series
- If you can Destroy Records...
- Frequently Asked Questions
- Question & Answer

RIM Overview

Records & Information Management Overview

Taking care of government records and retaining them under the requirements set out by the state of Indiana and federal laws, using records retention schedules developed for you by IARA.

Your 3 Partners :

Indiana Archives & Records
Administration (IARA)

County Commission of
Public Records (CCPR)

YOU as the Records
Custodian!

#1 Legal Responsibility

To perform your legal mandates and responsibilities.

#2 Physical Costs

To minimize the costs of records storage.

#3 Public Accessibility

To assure public access to the documentary evidence of government.

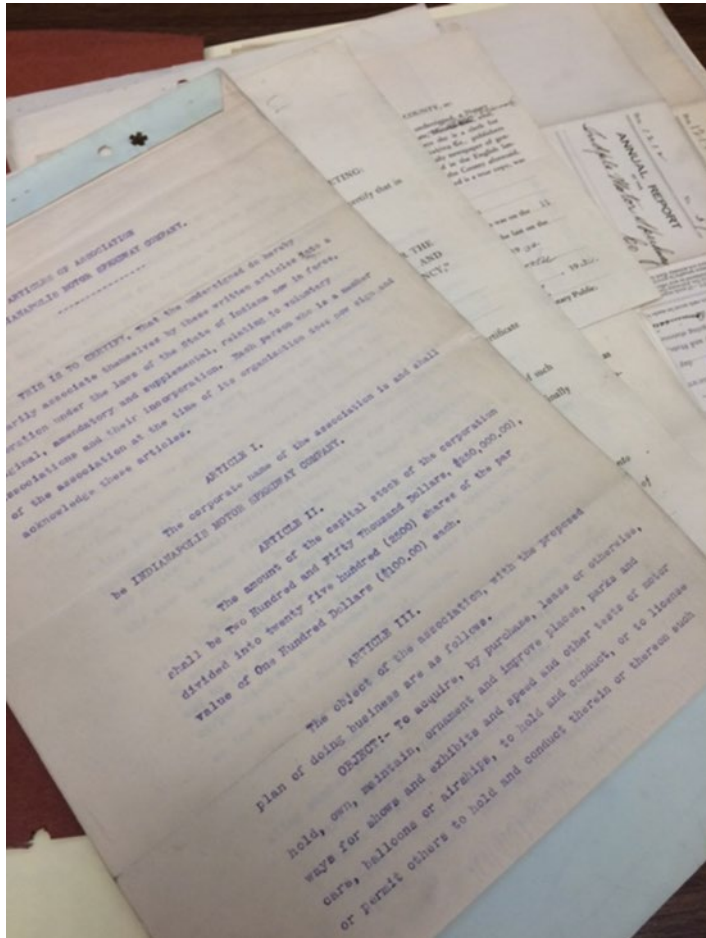
What is the CCPR and who is the secretary?

Every county in Indiana has a County Commission of Public Records (CCPR) that meets at least once per year, is made up of (7) office holders, and they are one of your partners in records management. The CCPR gathers NOD forms for their meeting minutes, approves/denies PR-1A or PR-1B forms, and helps guide county offices on records retention and IARA updates.

The CCPR Secretary is always either the County **Clerk or Recorder**

Want to know more about the CCPR? Watch the [Webinar!](#)

What is a Public Record?



Any piece of recorded information that is

- **created or received by your office AND documents the activities of your office.**

No matter what

- **medium it's recorded on OR format it's recorded in.**

What's a Non-Record?

Any piece of recorded information that is

- **received by or in your office**

BUT it DOESN'T

- **document the activities of your office.**

No matter what

- **medium it's recorded on OR
format it's recorded in.**



Examples of Public Records & Non-Records

Sending a question via email to a co-worker about a new agency policy.

Private company's business card

A pamphlet created by your office.

Your agency's board minutes

A brochure from a private organization.

Receiving an email from a co-worker asking you to lunch.

Retention Schedules & Record Series

Retention Schedules

IARA creates **records retention schedules** to make it as easy as possible for you, listing and describing

- the **categories** of records commonly created by your office
- **how long** to keep the records in each category
- **what happens** to those records both during and after that time period

A **retention schedule is a collection of record series** in much the same way that a **dictionary is a collection of definitions**, except that a record series both defines a type of record *and* tells you what need to be done with it.

Where to find retention schedules

Services For Government

- Agency Records & Forms Coordinators

The screenshot shows the IARA website interface. At the top, there is a navigation bar with the IN.gov logo and the text "An official website of the Indiana State Government". Below this is the "Indiana Archives and Records Administration" header with a search bar. The main content area is titled "County/Local Retention Schedules" and contains several paragraphs of text. On the left side, there is a sidebar menu with various navigation options.

IN.gov An official website of the Indiana State Government

Accessibility Settings Language Translation Governor Eric J. Holcomb

Indiana Archives and Records Administration Search IARA

IARA / DIVISIONS / RECORDS MANAGEMENT / COUNTY/LOCAL RECORDS MANAGEMENT / COUNTY/LOCAL RETENTION SCHEDULES

County/Local Retention Schedules

The following listed schedules have been approved by the Oversight Committee on Public Records.

Any records not listed on these schedules may be destroyed *only* with written permission of your county commission on public records and the Indiana Archives and Records Administration.

When searching for the correct record series to apply to a set of records, Records Custodians should first reference their office-specific schedule. If no record series listed there seems to cover your records, check the broader categories on the [County/Local General Retention Schedule \(GEN\)](#).

If nothing on the GEN schedule seems to apply to your records either, contact IARA's County/Local Records Management section at cty@iara.in.gov for assistance.

To search across *all* approved retention schedules for specific content, you can also visit our [Record Series Search](#) - but be aware that the search results will also include record series that belong to state agencies, which cannot be used for county or local records. If you see a Record Series Number that begins with the letters "GR" or contains no letters at all,

Services For Government

- Agency Records & Forms Coordinators
- State Records Management
- State Retention Schedules
- County/Local Records Management
- Laws, Rules & Policies

IARA's website (in.gov/iara)
Services for Government >
County/Local Retention
Schedules

Or

Email IARA's Records &
Information Management
staff
cty@iara.in.gov

All retention schedules can be found on the [IARA website](http://in.gov/iara)

What makes up a retention schedule packet?

7) MICROFILMING IN GENERAL: ANY record MAY be microfilm...
a) Once the microfilm has been...
b) A request for a copy of a record...
c) If, after reviewing the SF 3050...
d) Records whose subject matter is NOT COVERED by any Record Series...
e) Copies ADDITIONAL to the required list are duplicates and may be destroyed at any time.

Instructions (2 pages)

TRANSMITTAL OF PROPOSED / APPROVED RECORDS RETENTION AND DISPOSITION SCHEDULE
State Form 39443 (08 / 0-21)

Issued by:
The Indiana Archives and Records Administration
Records Management Division
402 West Washington Street, Room W472
Indianapolis, IN 46204
rmd@lara.in.gov

SF39443: Signed Approval Page for Retention Schedules (1 page)

Authority (agency proposed amendment) / version of the schedule provided under Section 11-1-1-1 of the Indiana Code...
Date of final approval: *S. Cynthia Lighty*

County/Local General Retention Schedule (GEN)
INDIANA ARCHIVES AND RECORDS ADMINISTRATION (IARA) - County Records Management

ITEM #	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
1	GEN 10-01	ADMINISTRATIVE MINUTES Official minutes of any county/local agency, board, commission, or of any division. Includes agendas and other supporting documents presented at the meeting. THIS IS A CRITICAL RECORD. Retention based on IC 5-15-5.1-5(a) (9), and IC 5-15-5.1-12.	PERMANENT and CRITICAL. MICROFILM according to 60 IAC 2 standards. TRANSFER original microfilm roll to the INDIANA ARCHIVES after verification for completeness and legibility. MAINTAIN duplicate microfilm roll permanently in office of origin. DESTROY hard copies after verification of INDIANA ARCHIVES transfer.
2	GEN 10-02	ADMINISTRATIVE COUNTY/LOCAL AGENCY, BOARD OR COMMISSION MEETING RECORDINGS For offices, boards or commissions that record their meetings in audio/visual or electronic formats for the purpose of transcribing the minutes, and use the recordings to complete the minutes of the meetings.	PERMANENT. See Retention Schedule Instructions for microfilming and transfer options.
3	GEN 10-03	ADMINISTRATIVE POLICY FILES - OFFICE HOLDERS, DEPUTIES, AND DIVISION DIRECTORS These office files document substantive actions of administrative agency appointing authorities, deputy directors, and division directors. These records constitute the official record of an agency's performance of its functions and the formation of policy and program initiatives. This series may include various types of records such as correspondence, memos, and reports concerning agency policy and procedures, organization, program development and reviews. Disclosure of these records may be affected by IC 5-14-3-4(b) (6).	PERMANENT. See Retention Schedule Instructions for microfilming and transfer options.
4	GEN 10-04	GENERAL FILES GENERAL FILES Any records that do not develop or document official office policy, and are not subject to any known legislative, contract, or policy requirements that would require a longer retention period. Files may include, but are not limited to: staff responses to routine public inquiries, general information concerning an agency's events, programs, products and services, routine day-to-day office management activities and services, routine day-to-day office communications, and phone calls.	DESTROY after three (3) years.
5	GEN 10-05	LEGAL FILES LEGAL FILES All records pertaining to litigation and all supporting documentation, including but not limited to: housing and employment records who involve Tort Claim for Property Damage and/or Personal Injury, SF 54668, if a claim is brought against the political subdivision. (See GEN 14.1 If no 5-14-3-4(a) (1), (3), (6) and (8). Retention consistent with IC 4-4-4 and IC 35-41-4-2(a).	DESTROY after three (3) years after the date of final determination by the INDIANA ARCHIVES for EVALUATION, SAMPLING and WEEDING pursuant to archival principles. DESTROY remaining records.

February 2023 Record Series Update Overview
For your reference, these are the updates made in the recent previous revision.

THIS Court Not

April 2023 Record Series Update Overview

THE RECORDS RETENTION SCHEDULE. It is only a detachable overview of the updates that have been made to the Retention Schedule in April 2023. No changes to these Record Series.

This is a brand new item that they appear on the retention schedule to which this overview is attached.

NOW YOU SHOULD USE RECORD SERIES...

- GEN 10-06 (But the language has been updated.)
- GEN 10-27 (But retention has been updated.)

CREATED FOR...
Ordinances

For an overview or about the County/Local General Retention Schedule, please contact IARA's Records Management Division at 317-232-3380 or cty@lara.in.gov.

Record Series Update Overview

Retention Schedules (2)

1. Office-specific

lists all the record series that belong to a general function of county or local government, rather than any specific county, city, or other political subdivision.

So, the County Recorder (RE) retention schedule applies to all county recorders in the state of Indiana, the Local Health Dept. retention schedule applies to all local health depts. in the state of Indiana, etc.

2. County/Local General

contains broad and common record series that can apply to **all** units of county or local government. Those record series should only be used, however, if there isn't an applicable record series on the office-specific retention schedule for your type of government office.

Office-specific retention schedules

- Assessing Officials (AS)
- County Auditor (AU)
- County Treasurer (TR)
- Non-Judicial County Clerk (CL)
- County Recorder (RE)
- County Coroner (CO)
- Educational Institutions (ED)
- Public Libraries (LIB)
- Public Safety Agencies (PSA)
- Cities & Towns (CT)
- County Surveyor (SU)
- Local Health Dept (HD)
- Township Trustee (TT)
- Zoning, Planning, Development, Enforcement (LAND)
- Public Private Agreement Operators (PPA)

Do clerks and treasurers have office-specific schedules? YES!

Yes,

Clerks can use the Non-Judicial County Clerks (CL) Retention Schedule

Treasurers can use the County Treasurer (TR) Retention Schedule

And

You can use the County/Local General (GEN) retention schedule!

Non-Judicial County Clerk Retention Schedule (CL)



Non-Judicial County Clerk Retention Schedule (CL)

INDIANA ARCHIVES AND RECORDS ADMINISTRATION (IARA) – County/Local Records Management

Approved by the Oversight Committee on Public Records on: 10/25/2023

ITEM #	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
GENERAL OPERATIONS			
1	CL 10-6	OATHS/CERTIFICATES OF PUBLIC OFFICIALS Copy received or created by the office of the County Clerk. Public officials may include, but are not limited to: Auditor, Clerk, Recorder, Treasurer, Sheriff, Surveyor, Assessor, Constables, Small Claims Court, Deputy Clerks of Circuit Court, Local Alcoholic Beverage Commission Appointed Members, Library Board Members.	PERMANENT. See Retention Schedule Instructions for format and transfer options.
2	CL 10-17	BAIL AGENT LICENSE/POWER OF ATTORNEY Retention based on IC 27-10-3.	DESTROY three (3) years after expiration of license.
3	CL 10-18	CASH BOND RECORD	DESTROY six (6) years after bond becomes distributable and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
4	CL 10-20	YEARLY REGISTRY OF ALCOHOLIC BEVERAGE PERMITS Retention based on IC 7.1-2-3-9.1.	DESTROY after the new registry is available for public inspection.
5	CL 11-01	PASSPORT APPLICATION TRANSMITTAL	DESTROY two (2) years after creation. Destruction must meet standards determined by U.S. Department of State.

- This Retention Schedule is divided into five (5) categories:
 1. General Operations
 2. Child Support
 3. ISETS Records
 4. Trust Registers and Disbursement Records
 5. Election Records
- CL schedule is applicable to ALL Clerk offices.

County Treasurer Retention Schedule (TR)



INDIANA ARCHIVES AND RECORDS ADMINISTRATION (IARA) – County/Local Records Management
County Treasurer Retention Schedule (TR)

ITEM #	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
1	TR 10-01	PROPERTY TAX DUPLICATES Records may include but are not limited to Form 9 (Tax Duplicate), Form 63 (Ditch Duplicate), Form 63M (Ditch Duplicate for Maintenance Assessments), and Delinquent Tax Duplicates (through 1876; now obsolete), or their substitutes.	PERMANENT. See Retention Schedule Instructions for microfilming and transfer options.
2	TR 22-01	DELINQUENT PROPERTY TAX JUDGMENTS Records may include but are not limited to Form 74T (Treasurer's Record of Delinquent Personal Property Tax and Judgment Docket) or its substitutes.	PERMANENT. See Retention Schedule Instructions for microfilming and transfer options.
3	TR 22-02	PROPERTY TAX SALE RECORDS Records may include but are not limited to Form 137 (Tax Sale Record) or its substitutes.	PERMANENT. See Retention Schedule Instructions for microfilming and transfer options.
4	TR 10-02	PROPERTY TAX RETURN, DEMAND, NOTICE, AND PAYMENT RECORDS Records may include but are not limited to Form 18 (Real Estate Tax Statement/Receipt), Form 18CD (Conservancy District Tax Statement/Receipt), Form 18P (Personal Property Tax Statement/Receipt), Form 18TJ (Personal Property Tax Judgment/Receipt), Form 63A Drainage Maintenance Tax Statement/Receipt, Form 135 (Mobile Home Tax Statement/Receipt), Form 137B (Statement of Costs Paid on Tax Sale Property), Form 143 (County Treasurers Record of Demands for Payment of Delinquent Personal Property), Levies on and Sales of Personal Property, Certification to Clerk of Circuit Court, Record of Notice Precedent to Executions, and Form 143B (Demand Notice, Personal Property Taxes).	DESTROY after ten (10) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
5	TR 10-03	BANKRUPTCY FILES	DESTROY file and corresponding index card

- This Retention Schedule does NOT have categories.
- TR schedule is applicable to ALL Treasurer offices.

County/Local General Retention Schedule (GEN)

 County/Local General Retention Schedule (GEN)
INDIANA ARCHIVES AND RECORDS ADMINISTRATION (IARA) - County Records Management

ITEM #	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
ADMINISTRATIVE			
1	GEN 10-01	MINUTES Official minutes of any county/local agency, board, commission, or of any division. Includes agendas and other supporting documents presented at the meeting. THIS IS A CRITICAL RECORD. Retention based on IC 5-15-5.1-5(a) (9), and IC 5-15-5.1-12.	PERMANENT and CRITICAL RECORDS. Transfer original records to IARA Archives for completeness and preservation. Retention in office of origin. DESTROY copies after verification of IANA ARCHIVES transfer.
2	GEN 10-02	COUNTY/LOCAL AGENCY, BOARD OR COMMISSION RECORDINGS For offices, boards or commissions. Recordings of meetings in audiovisual or electronic format for the purpose of transcribing the minutes, and to complete the minutes of the meetings.	DELETE recording or DESTROY storage media after relevant minutes are transcribed and approved.
3	GEN 10-03	DECEASED OFFICERS, DEPUTIES, AND DIVISION DIRECTORS Records document substantive actions of administrative appointing authorities, deputy directors, and division directors. These records constitute the official record of an agency's performance of its functions and the formation of policy and program initiatives. This series may include various types of records such as correspondence, memos, and reports concerning agency policy and procedures, organization, program development and reviews. Disclosure of these records may be affected by IC 5-14-3-4(b) (6).	PERMANENT. See Retention Schedule Instructions for microfilming and transfer options.
4	GEN 10-04	GENERAL FILES	DESTROY after three (3) years.

- 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
- GEN schedule is applicable to **ALL** offices in addition to their office specific Retention Schedule.

GEN 10-27 PERSONNEL FILES

Current retention period:

PERSONNEL			
23	GEN 10-27	<p>PERSONNEL FILES</p> <p>Records documenting the job history of agency workers, including full-time, part-time and temporary employees, paid or unpaid interns, and paid or unpaid volunteers. Records may include application for employment with the government unit, PERF forms, request for leave, performance appraisals, memos, correspondence, complaint/grievance records, miscellaneous notes, examination records, copies of employee tax documents, benefit elections, and public employee union information. Disclosure of these records may be affected by IC 5-14-3-4(b)(2),(3),(4),(6), and (8).</p>	<p>DESTROY/DELETE 10 years after employee separates from service AND after verifying that employee name, job title, employment dates, and rehire eligibility status have been added to a permanent log of former employees under RS GEN 20-02.</p>

Record Series & Retention Periods

Record Series includes a **Number #**, **Title & Description**, and **Retention & Disposition** instructions

ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
2	CL 10-17	BAIL AGENT LICENSE/POWER OF ATTORNEY Retention based on IC 27-10-3.	DESTROY three (3) years after expiration of license.

Record Series Number | Record Series Title and Description* | Retention Period and Disposition Instructions

Retention Period & Disposition Instructions may include:

1. Information on how long the records need to remain
2. What finally happens to your records after their retention period is over

Examples: PERMANENT, PERMANENT & CRITICAL, DESTROY/DELETE, RETAIN, etc.

REMEMBER...

When trying to locate the correct record series for a record...

First, always look at your *office-specific* retention schedule
County Clerk (CL) & County Treasurer (TR)

Second, look at the *GEN* retention schedule

Third, reach out to *IARA* (me) for help!

Copy of Record, Duplicates, Originals, Oh My!

The Copy of Record is whichever version of the information your office currently uses to fulfill the legal retention requirements for that type of information, all other versions being a duplicate.

The Copy of Record does not need to be the original. It doesn't even need to remain the same copy over the lifetime of the record: if you duplicate a paper record in microfilm format, you might decide that the microfilm is now the Copy of Record and then you can destroy the paper originals as duplicates.

As long as

- the information is an authentic duplicate (the information in the record is exactly the same)
- the format and medium meet IARA standards (60 IAC 2 for microfilm, and OCPR Policy 20-02 for electronic records)

then *any* version of the information can be the Copy of Record.

Duplicates & Non-Records

The following items may be destroyed *at any time*, once they are no longer needed/useful for your office:

- **Duplicates of a public record that are NOT the Copy of Record**
- **Non-Records** (records that may be in your office but do not document the activities of your office)

You do not need prior permission from IARA or your CCPR, nor do you need to notify anyone afterward. You don't need to fill out any forms because these things are not considered public records.

Duplicates of confidential materials are still confidential and must be destroyed in a confidential manner.

When it says, “DESTROY” or NON-PERMANENT records

If a record series says “DESTROY” on the retention period, these are non-permanent records, and they may be kept in ANY format or media.

- One format may be better than another for **easy access**; one medium may be better than another at **preserving** records for a long time.
- The order of importance is the other way around: **how long you are required to keep a record should be one of the first things you consider when you're choosing the best media and formats to balance your access and preservation requirements.**

PERMANENT or CRITICAL records

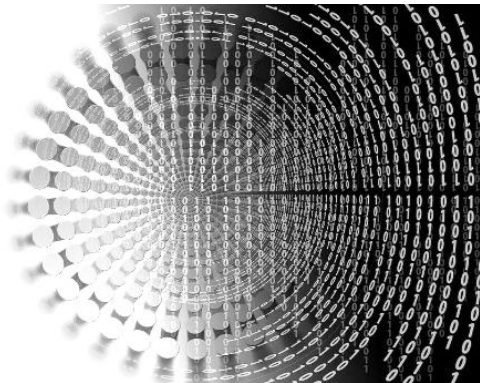
- **Records marked PERMANENT:** Only one Copy of Record is required to exist, but IARA recommends that copy be **physical (paper or microfilm)** unless the original format makes it impossible to create a physical copy. You can digitize in addition to microfilming or keeping the paper, but it is *not* a best practice to only keep a digital copy of permanent records.
- Any records marked **PERMANENT AND CRITICAL:** It is a best practice to microfilm records marked PERMANENT AND CRITICAL. You can digitize *in addition* to filming, but IARA does not recommend maintaining these records in electronic-only format.

Critical Records Program - NEW!

- Provides support through guidance and policies developed to assist state and local governments in making defensible and sustainable decisions about how they create, maintain, access, and preserve their records designated as CRITICAL on an Oversight Committee on Public Records approved retention schedule. This program was developed in accordance with IC 5-15-5.1-12.
- Critical Records are defined in IC 5-15-5.1 as records that are necessary to:
 - Resume or continue governmental operations;
 - Reestablish the legal and financial responsibilities of government in Indiana; or
 - Protect and fulfill governmental obligations to the citizens of Indiana.
- If you have questions, reach out to cty@iara.in.gov. See the [Critical Records Program](#) webpage for more information.

No CRITICAL records on TR, one on CL, and only a few on the GEN.

Electronic Records



- **SAME** record keeping requirements as paper records, doesn't matter the media and format, it's about the content or type of information.
- **Handbook, pages 23-26**, OCPR Policies 20-01 and 20-02, Electronic Records Guidelines, Retaining Email Records – Quick Reference, Recommended Capabilities for Electronic Recordkeeping Systems
- To find these ER publications/policies, check IARA's Website, **iara.in.gov**
- **2 Electronic Records Archivists – Anna Lucas and Kalita Lopez! Contact them at erecords@iara.in.gov**


If you can Destroy Records...

If your record(s) can be destroyed...

If your record is on the CL, TR, or GEN retention schedules, and you've read its retention period and you can destroy those records...

fill out the **SF44905**,
also called the
Notice of Destruction form
or **“NOD”** for short.

[Reset Form](#)



NOTICE OF DESTRUCTION OF COUNTY / LOCAL GOVERNMENT RECORDS IN ACCORDANCE WITH AN APPROVED RETENTION SCHEDULE
State Form 44905 (06 / 0-22)

INDIANA ARCHIVES AND RECORDS ADMINISTRATION
COUNTY / LOCAL RECORDS MANAGEMENT
402 West Washington Street, Room W472
Indianapolis, Indiana 46204
Telephone: 317 232-3360
E-mail: cl@icra.in.gov

This form is to be used only for documenting the destruction of records as scheduled on an approved county / local records retention schedule.

For: a) requests to dispose of records not listed on a retention schedule, or b) requests to transfer records scheduled as PERMANENT to a local historical entity instead of maintaining them in the originating office or transferring them to the Indiana Archives, use State Form 30505, Request for Exception to County / Local Retention Schedule or Permission to Dispose of Unscheduled County / Local Public Records (PR-1).

INSTRUCTIONS:

1. Complete ALL Contact and Record Series Information fields. Record Series Number is REQUIRED for all records listed.
 - a. If you do not know the Record Series Number, contact IARA's County / Local Records Management section for more information.
 - b. If the records do not have a Record Series Number, use State Form 30505 as described above.
2. Destroy records in accordance with the listed Record Series Number and complete the Destruction Information fields on this form.
3. Send one (1) copy of the completed form to the secretary of your County Commission of Public Records for inclusion in the minutes of the next meeting and retain one (1) for your records.

CONTACT INFORMATION			
Name of office		County	
Address (number and street)		City	ZIP code
Name of contact person	Telephone number	E-mail address	

RECORD SERIES INFORMATION			
RECORD SERIES TITLE OF RECORDS TO BE DESTROYED	DATE RANGE OF RECORDS (m / yyyy to m / yyyy)	RECORD SERIES NUMBER (REQUIRED)	VOLUME (number of boxes, rolls, etc.)
	to		
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DESTRUCTION INFORMATION		
<small>These records were destroyed according to a retention schedule approved for use by the Indiana Oversight Committee on Public Records.</small>		
Signature of official destroying records		Date signed (month, day, year)
Printed name of official destroying records	Position	Date records destroyed (month, day, year)

Notice of Destruction SF 44905

Instructions



Contact Information



Record Series Information



Destruction Information



**NOTICE OF DESTRUCTION OF COUNTY / LOCAL
GOVERNMENT RECORDS IN ACCORDANCE WITH
AN APPROVED RETENTION SCHEDULE**
State Form 44905 (R10 / 4-23)

Reset Form

**INDIANA ARCHIVES AND RECORDS ADMINISTRATION
COUNTY / LOCAL RECORDS MANAGEMENT**
402 West Washington Street, Room W472
Indianapolis, Indiana 46204
Telephone: 317-232-3380
E-mail: city@iara.in.gov

This form is to be used only for documenting the destruction of records as scheduled on an approved county / local records retention schedule.

For requests to dispose of records not listed on a retention schedule use State Form 30505. For requests to transfer records scheduled as PERMANENT to a local historical entity instead of maintaining them in the originating office or transferring them to the Indiana Archives, use State Form 57236.

- INSTRUCTIONS:**
1. Complete ALL Contact and Record Series Information fields. Record Series Number is **REQUIRED** for all records listed.
 - a. If you do not know the Record Series Number, contact IARA's County / Local Records Management section for more information.
 - b. If the records do not have a Record Series Number, use State Form 30505 as described above.
 2. Destroy records in accordance with the listed Record Series Number and complete the Destruction Information fields on this form.
 3. Send one (1) copy of the completed form to the secretary of your County Commission of Public Records for inclusion in the minutes of the next meeting and retain one (1) for your records.

CONTACT INFORMATION			
Name of office		County	
Address (number and street)		City	ZIP code
Name of contact person	Telephone number	E-mail address	

RECORD SERIES INFORMATION			
RECORD SERIES TITLE OF RECORDS TO BE DESTROYED	DATE RANGE OF RECORDS (m / yyyy to m / yyyy)	RECORD SERIES NUMBER (REQUIRED)	VOLUME (number of boxes, rolls, etc.)
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DESTRUCTION INFORMATION		
These records were destroyed according to a retention schedule approved for use by the Indiana Oversight Committee on Public Records.		
Signature of official destroying records		Date signed (month, day, year)
Printed name of official destroying records	Position	Date records destroyed (month, day, year)

Contact Information

CONTACT INFORMATION			
Name of office		County	
Address (number and street)		City	ZIP code
Name of contact person	Telephone number		E-mail address

CONTACT INFORMATION			
Name of office Random Office Name		County Random	
Address (number and street) 123 Main St		City Random	ZIP code 12345
Name of contact person Amy Random	Telephone number (123) 456-7890		E-mail address amy@random.com

Record Series Information

RECORD SERIES INFORMATION			
RECORD SERIES TITLE OF RECORDS TO BE DESTROYED	DATE RANGE OF RECORDS (<i>m / yyyy to m / yyyy</i>)	RECORD SERIES NUMBER (<i>REQUIRED</i>)	VOLUME (<i>number of boxes, rolls, etc.</i>)
Personnel Files	1/2000 to 5/2014	GEN 10-27	10 boxes
	to		
	to		
	to		
	to		

Review the NOD form

You as the records custodian are responsible for checking that the **Contact** and **Record Series Information** are **correct**, and the record series retention period matches the dates listed on the form.

GEN 10-27 -> 10-year retention -> 1/2000-05/2014 -> **Correct! Can destroy.**

GEN 10-27 -> 10-year retention -> 6/2014 & after -> **Incorrect! Can't destroy yet.**

IARA is available to review your NOD form or answer any questions you have when filling out the form.

Destroy the records!

Once the NOD form is verified as correct by your office or IARA, then you can destroy the record immediately or schedule destruction for a certain date in the future.

There is no longer a 30-day waiting period and no approval process through IARA.

Methods of Destruction (paper)

The proper way to destroy records would be through **shredding or incineration**.

Do not sell or give public records away.

*Public records must either be destroyed in an **authorized location such as government property or by a vendor** that specializes in the destruction of records. Public records cannot be destroyed in an unauthorized location, such as your home or a similar location.*

For methods of destruction for **electronic** records or **severely damaged** records, contact IARA's Records Management division.

Destruction Information

DESTRUCTION INFORMATION

These records were destroyed according to a retention schedule approved for use by the Indiana Oversight Committee on Public Records.

Signature of official destroying records

Date signed (month, day, year)

Printed name of official destroying records

Position

Date records destroyed (month, day, year)

DESTRUCTION INFORMATION

These records were destroyed according to a retention schedule approved for use by the Indiana Oversight Committee on Public Records.

Signature of official destroying records

Amy Random

Date signed (month, day, year)

6/10/2024

Printed name of official destroying records

Amy Random

Position

Title

Date records destroyed (month, day, year)

6/10/2024



**NOTICE OF DESTRUCTION OF COUNTY / LOCAL
GOVERNMENT RECORDS IN ACCORDANCE WITH
AN APPROVED RETENTION SCHEDULE**
State Form 44905 (R10 / 4-23)

Reset Form

INDIANA ARCHIVES AND RECORDS ADMINISTRATION
COUNTY / LOCAL RECORDS MANAGEMENT
402 West Washington Street, Room W472
Indianapolis, Indiana 46204
Telephone: 317-232-3380
E-mail: city@iara.in.gov

This form is to be used only for documenting the destruction of records as scheduled on an approved county / local records retention schedule.
For requests to dispose of records not listed on a retention schedule use State Form 30505. For requests to transfer records scheduled as PERMANENT to a local historical entity instead of maintaining them in the originating office or transferring them to the Indiana Archives, use State Form 57236.

- INSTRUCTIONS:
1. Complete ALL Contact and Record Series Information fields. Record Series Number is REQUIRED for all records listed.
 - a. If you do not know the Record Series Number, contact IARA's County / Local Records Management section for more information.
 - b. If the records do not have a Record Series Number, use State Form 30505 as described above.
 2. Destroy records in accordance with the listed Record Series Number and complete the Destruction Information fields on this form.
 3. Send one (1) copy of the completed form to the secretary of your County Commission of Public Records for inclusion in the minutes of the next meeting and retain one (1) for your records.

CONTACT INFORMATION			
Name of office Random Office Name		County Random	
Address (number and street) 123 Main St		City Random	ZIP code 12345
Name of contact person Amy Random	Telephone number (123) 456-7890	E-mail address amy@random.com	

RECORD SERIES INFORMATION			
RECORD SERIES TITLE OF RECORDS TO BE DESTROYED	DATE RANGE OF RECORDS (m / yyyy to m / yyyy)	RECORD SERIES NUMBER (REQUIRED)	VOLUME (number of boxes, rolls, etc.)
Personnel Files	1/2000 to 5/2014	GEN 10-27	10 boxes
	to		
	to		
	to		
	to		
	to		
	to		
	to		
	to		
	to		
	to		

DESTRUCTION INFORMATION			
These records were destroyed according to a retention schedule approved for use by the Indiana Oversight Committee on Public Records.			
Signature of official destroying records <i>Amy Random</i>		Date signed (month, day, year) 6/10/2024	
Printed name of official destroying records Amy Random	Position Title	Date records destroyed (month, day, year) 6/10/2024	

Completed NOD Form

Keep a copy in your files according to GEN 20-01 permanently

Send a copy to the Secretary of your County Commission of Public Records (CCPR)

Don't know who your County Secretary is? ASK ME!

Secretary is either the Clerk or Recorder.

[Tutorial on the NOD Changes!](#)

A Guide to Responsible Records Destruction

An overview of records destruction procedures for all record types.

- It explains basic records and information management requirements surrounding public records destruction, government employee responsibilities, and how to appropriately destroy public records.
- Also includes Indiana Code citations that pertain to the destruction of public records.
- The proper way to destroy paper records would be through **shredding or incineration**.

Do not sell or give public records away.

For methods of destruction for **electronic** records or **severely damaged** records, contact IARA's Records & Information Management division.

A Guide to Responsible Records
Destruction for State Agencies and
County/Local Offices

Indiana Archives and Records Administration
Records and Information Management Division
Date of publication in this format: October 2023

Frequently Asked Questions

If I submit my records to Gateway, is SBOA now the records custodian?

No, you are only "submitting" a copy of your record to Gateway for reporting or auditing purposes. You or your office must maintain the record for the duration of its retention period.

Does my office have to create every record series listed on the retention schedule?

No!

the record series listed on the retention schedules are *potential* records your office may create.

Only worry about the records you are creating; you don't have to make records appear from thin air just because they are listed on the schedule!

If I only use a few record series, can I create my own “cheat sheet” to use as reference?

Of course!

Do whatever you can to make records management easier for you and your office.

Please disregard and discard any OUTDATED file plans, cheat sheets, guidance from any previous records custodians. They will be severely inaccurate.

If the new retention schedule says we are to keep records for a certain period – but we've only been keeping that record for a shorter period or not at all, what will happen to us? Is there a fine?

No, there is no fine.

You, like all other county/local offices, have a legal responsibility to keep public records according to state and federal laws. The retention schedules are set by those laws and following them moving forward will help you maintain compliance and a good records management program.

If an employee finds records were destroyed before their retention period was met OR the NOD form was not filed, should it be done retroactively?

If the employee can document what was destroyed,
yes,
fill out an NOD form retroactively
and then focus on moving forward in compliance.

Where can I access the information from this training?

The [County/Local Records Custodian Handbook!](#)

IARA's website: <https://www.in.gov/iara/>

Subscribe to the monthly email bulletin or attend monthly Teams chats by emailing “subscribe me!” to cty@iara.in.gov

Contact me!

Question & Answer



We the Representatives of the People of the Territory of Indiana, in Convention met, at Corydon, on Monday the tenth day of June in the year of our Lord eighteen hundred and sixteenth, and of the Independence of the United States of America...

Indiana Archives

and Records Administration

Thank You!

mayoung@iara.in.gov
cty@iara.in.gov