

The logo features a stylized representation of the Indiana state flag's stars, consisting of a central yellow star with lines radiating outwards to other yellow stars arranged in a semi-circle above the main text.

Indiana Archives

and Records Administration

Southern District Clerks Association - March 2026

Records Management Liaison



Amy Christiansen

- **I help county/local govt offices manage their records**
- Presentations & education on records & information management
- Traveling! Contact me if you'd like an in-person visit to your county
- Email bulletin about mid-month then a Microsoft Teams Chat on the last Wed of the month at 11 a.m. **If interested, email “subscribe me!” to cty@iara.in.gov**
- Revise and create retention schedules
- Answer your RIM questions!

2026 Regional Trainings: Spread the Word!

- **April 17:** Henry County
- **June 12:** La Porte County
- **July:** Vanderburgh County
- **August 6:** Bartholomew County
- **October 30:** Whitley County
- **December:** Marion County

 **RECORDS TRAINING**

FREE FOR ANY COUNTY/LOCAL OFFICE!

A training on records & information management, destroying and transferring records, permanent & critical records, electronic records, digitization projects, & learning about the County Commission of Public Records. Other benefits include a Q&A session & 1:1 discussions.

04.17.2026 **Who Should Attend:**

🕒 10:00 a.m. - 12:00 p.m.

📍 **Henry County Memorial Park - W. G. Smith Building**
260 W County Rd 100 N
New Castle, IN 47362

RSVP
by Monday, April 13!
Limited space available

• Elected Offices
• Public Libraries
• Local Health Depts.
• Cities & Towns
• Planning & Zoning Depts.
• Township Trustees
• K-12 Public Schools
• Public Safety Agencies

LEU'S & OTHER CREDITS AVAILABLE!

cty@lara.in.gov (812) 929-3882

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



[IARA's website \(in.gov/iara\)](http://in.gov/iara)
Divisions > Records and
Information Management

Or

Email IARA's County/Local
Records 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?

Local Retention Schedule Instructions

Indiana Archives and Records Administration (IARA)
County/Local Records Management

- 5) Storage Options for Permanent and Critical Records
- 6) Managing Unscheduled Records
- 7) Electronic Records Assistance
- 8) Litigation Holds
- 4) Managing Permanent and Critical Records

Instructions (NEW! 1 page)

TRANSMITTAL OF PROPOSED / APPROVED RECORDS RETENTION AND DISPOSITION SCHEDULE
State Form 39443 (R3) (9-21)

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

PROPOSED RECORDS RETENTION AND DISPOSITION SCHEDULES

APPROVED BY: *S. C. W. K. Lightly*

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

Non-Judicial County Clerk Retention Schedule (CL)
INDIANA ARCHIVES AND RECORDS ADMINISTRATION (IARA) - County/Local Records

Approved by the Oversight Committee on Public Records on: 10/23/2023

PROB	APPROV	TITLE/DESCRIPTION	PERMANENT
10-00-01		BIRTHS/CERTIFICATES OF PUBLIC OFFICIALS	PERMANENT: See for format and...
10-00-02		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.	
10-00-03		BAIL AGENT LICENSE/POWER OF ATTORNEY	
10-00-04		CASH BOND RECORD	DESTROY three
10-00-05		YEARLY REGISTRY OF ALCOHOLIC BEVERAGE LICENSES	DESTROY six
10-00-06		PASSPORT	DESTROY six
10-00-07		MARRIAGE LICENSES	DESTROY six
10-00-08		SUPPORT DOCKETS	PERMANENT
10-00-09		SUPPORT ENHANCED TRACKING SYSTEM	PERMANENT
10-00-10		COURTS AND EQUIVALENT COUNTY FORMS	DESTROY six

Retention schedule with record series

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

June 2024 Record Series Update Overview

This is NOT PART OF THE RECORDS RETENTION SCHEDULE. It is only a detachable overview of the updates that will be implemented in the County/Local General Retention Schedule in June 2024.

Not listed: There were no changes to these Record Series.

Dark Gray background: This Record Series contains updates.

Listed in the order in which they appear on the retention schedule to which this overview is attached.

IF YOU USED TO USE RECORD SERIES...	NOW YOU SHOULD USE RECORD SERIES...
GEN 10-01	GEN 20-01 (But language has been updated.)
GEN 10-02	GEN 20-02 (But language has been updated.)
GEN 10-03	GEN 20-03 (But language has been updated.)
GEN 10-04	GEN 20-04 (But language has been updated.)
GEN 10-05	GEN 20-05 (But language has been updated.)
GEN 10-06	GEN 20-06 (But language has been updated.)
GEN 10-07	GEN 20-07 (But language has been updated.)
GEN 10-08	GEN 20-08 (But language has been updated.)
GEN 10-09	GEN 20-09 (But language has been updated.)
GEN 10-10	GEN 20-10 (But language has been updated.)
GEN 10-11	GEN 20-11 (But language has been updated.)
GEN 10-12	GEN 20-12 (But language has been updated.)
GEN 10-13	GEN 20-13 (But language has been updated.)
GEN 10-14	GEN 20-14 (But language has been updated.)
GEN 10-15	GEN 20-15 (But language has been updated.)
GEN 10-16	GEN 20-16 (But language has been updated.)
GEN 10-17	GEN 20-17 (But language has been updated.)
GEN 10-18	GEN 20-18 (But language has been updated.)
GEN 10-19	GEN 20-19 (But language has been updated.)
GEN 10-20	GEN 20-20 (But language has been updated.)
GEN 10-21	GEN 20-21 (But language has been updated.)
GEN 10-22	GEN 20-22 (But language has been updated.)
GEN 10-23	GEN 20-23 (But language has been updated.)
GEN 10-24	GEN 20-24 (But language has been updated.)
GEN 10-25	GEN 20-25 (But language has been updated.)
GEN 10-26	GEN 20-26 (But language has been updated.)
GEN 10-27	GEN 20-27 (But language has been updated.)
GEN 10-28	GEN 20-28 (But language has been updated.)
GEN 10-29	GEN 20-29 (But language has been updated.)
GEN 10-30	GEN 20-30 (But language has been updated.)
GEN 10-31	GEN 20-31 (But language has been updated.)
GEN 10-32	GEN 20-32 (But language has been updated.)
GEN 10-33	GEN 20-33 (But language has been updated.)
GEN 10-34	GEN 20-34 (But language has been updated.)
GEN 10-35	GEN 20-35 (But language has been updated.)
GEN 10-36	GEN 20-36 (But language has been updated.)
GEN 10-37	GEN 20-37 (But language has been updated.)
GEN 10-38	GEN 20-38 (But language has been updated.)
GEN 10-39	GEN 20-39 (But language has been updated.)
GEN 10-40	GEN 20-40 (But language has been updated.)
GEN 10-41	GEN 20-41 (But language has been updated.)
GEN 10-42	GEN 20-42 (But language has been updated.)
GEN 10-43	GEN 20-43 (But language has been updated.)
GEN 10-44	GEN 20-44 (But language has been updated.)
GEN 10-45	GEN 20-45 (But language has been updated.)
GEN 10-46	GEN 20-46 (But language has been updated.)
GEN 10-47	GEN 20-47 (But language has been updated.)
GEN 10-48	GEN 20-48 (But language has been updated.)
GEN 10-49	GEN 20-49 (But language has been updated.)
GEN 10-50	GEN 20-50 (But language has been updated.)

Record Series Update Overview

2 Types of Retention Schedules

1. Office-specific: Non-Judicial County Clerks (CL)


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 Non-Judicial County Clerk (CL) retention schedule applies to all county clerks across the state of Indiana.


2. County/Local General (GEN)

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 specific retention schedule for your type of government office.

Office-Specific: Non-Judicial County Clerk (CL)

FORM #	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
 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			
GENERAL OPERATIONS			
1	CL 10-06	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.
6	CL 13-01	MARRIAGE RECORDS Includes Application for Marriage License, Record of Marriage, Marriage Index, Marriage Licenses and other related records. Disclosure of these records is subject to IC 5-14-3-4(a)(12) and IC 5-15-6-7(c)(6). THIS IS A CRITICAL RECORD.	PERMANENT and CRITICAL. See Retention Schedule Instructions for format and transfer options.
CHILD SUPPORT			
7	CL 10-21	CHILD SUPPORT DOCKETS Form 45 – Support Docket Form 45L – Support Docket-Loose Leaf	PERMANENT. See Retention Schedule Instructions for format and transfer options.
ISETS Records (Indiana Support Enhanced Tracking System)			
8	CL 10-22	ISETS REPORTS AND EQUIVALENT COUNTY FORMS Records include, but are not limited to: Name and Address notification reports, Agency Disbursement Reports, Daily Balance Reports, Receipt Balance Reports, Disbursement Reports, Check Form, Check Registers, Voided and Reissued Reports (Daily and Monthly), Undistributed Receipt Reports, Reconciliation Reports, Cleared Checks, Accounts Receivable Recoupments, Clerk's Support Bank Reconciliation, Outstanding Check Reports, Tape Reconciliation of Checks, Trial Balance Report, other WEAAD reports, and other supporting documents as determined by the Indiana Department of Child Services.	DESTROY after three (3) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.

FORM #	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
 Non-Judicial County Clerk Retention Schedule (CL) INDIANA ARCHIVES AND RECORDS ADMINISTRATION (IARA) – County/Local Records Management			
TRUST REGISTERS AND DISBURSEMENT RECORDS			
10	CL 10-28	REGISTERS OF FEES AND FUNDS HELD IN TRUST Entries, issue dockets, cash and fee books of funds held in trust. Per Administrative Rule 7, 85-1.1, records dated prior to 1913 may be destroyed, and post-1913 records are PERMANENT.	DESTROY records dated prior to 1913 when located/discovered. MAINTAIN post-1913 records PERMANENTLY. See Retention Schedule Instructions for format and transfer options.
ELECTION RECORDS			
11	CL 10-30	BALLOT ADMINISTRATION RECORDS Records may include but are not limited to: absentee ballot applications, ballot envelopes, tally sheets, provisional ballot forms and affidavits, provisional ballot envelopes, forms used during the election, tally tapes and Voter Verifiable Paper Audit Trail Records. Retention based on IC 3-10-1-31.1 and IC 3-12-4-13.	DESTROY twenty-two (22) months after the election for which the records were produced.
12	CL 10-31	VOTED BALLOTS Ballots (absentee, election day, and provisional) that have been returned by a voter. Disclosure of these records may be affected by IC 3-10-1-31.1.	DESTROY twenty-two (22) months after the election for which the records were produced OR TRANSFER to a state educational institution
13	CL 10-32	UNUSED BALLOTS Retention based on IC 3-6-5-13 (c)	Retain one copy of the regular ballot for each township and one provisional ballot for each precinct for inclusion in the County Election Board minutes. DESTROY remaining ballots after filing deadline for recount petition.
14	CL 10-33	ELECTION ADMINISTRATION RECORDS Records may include but are not limited to: candidate documents, computer programs used to tabulate votes, poll lists, precinct oath books, documentation of delivery and return of voting equipment, and any additional chain of custody records for voting systems and electronic poll books. Records may exist in paper or electronic format.	DESTROY twenty-two (22) months after the election for which the records were produced.
15	CL 10-34	ELECTION RESULTS Records may include but are not limited to both individual precinct results and the canvass of all votes cast in the county (summary results).	TRANSFER one copy of all election results to County Election Board Minutes under Record Series GEN 10-01 on the County/Local General Retention Schedule.
16	CL 10-35	VOTER DECLINATION RECORDS Records of persons who have formally declined to register to vote. Disclosure of this record may be affected by, and retention is based on IC 3-7-27-6 (b) and 52 USCS § 20507.	DESTROY two (2) years after the date of the next general election.

FORM #	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
 Non-Judicial County Clerk Retention Schedule (CL) INDIANA ARCHIVES AND RECORDS ADMINISTRATION (IARA) – County/Local Records Management			
18	CL 10-04	VOTER REGISTRATION RECORDS - APPLICATIONS AND FORMS AMENDING REGISTRATION RECORD A voter's paper registration record associated with the address at which the voter is registered to vote. Retention based on IC 3-10-1-31.1(f).	DESTROY after all three of the following conditions have been met: 1) The voter's registration at the residence address in the voter's registration application has been cancelled; and 2) The general election immediately following the cancellation of the voter's registration under subdivision (1) has occurred; and 3) Twenty-four (24) months have elapsed following the general election described in #2.
17	CL 10-05	VOTER LIST MAINTENANCE RECORDS Records used to keep the voter registration roll accurate and current, with the exception of voter registration and voter declination records, which are covered under IS 23-04 and CL 10-32, respectively.	DESTROY two (2) years after the date of the next general election.
19	CL 10-36	CAMPAIGN FINANCE RECORDS – GENERAL Retention based on IC 3-9-4-6(a).	DESTROY four (4) years from December 1 following the election to which they pertain.
19	CL 10-36	CAMPAIGN FINANCE RECORDS – JUDICIAL Retention based on IC 3-9-4-6(b).	DESTROY six (6) years from December 1 following the election to which they pertain.

What about Judicial Records?


Judicial records or court records are retained according to **Administrative Rule 7** and you will contact the **Indiana Judiciary**

Tom Jones

tom.jones@courts.in.gov

*IARA does not have jurisdiction over judicial records,
you must contact the Indiana Judiciary
for retention information related to court records.*

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) (3), and IC 5-15-5.1-12.	PERMANENT AND CRITICAL. See Retention Schedule Instructions for format and transfer options.
2	GEN 10-02	COUNTY/LOCAL AGENCY, BOARD OR COMMISSION MEETING RECORDINGS For offices, boards or commissions that record their meetings in audiovisual or electronic formats for the purpose of transcribing the minutes, and use the recordings to complete the minutes of the meetings.	DESTROY after relevant minutes are transcribed and approved.
3	GEN 10-03	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 format and transfer options.
4	GEN 10-04	GENERAL FILES Any records that do not develop or document official office policy, do not fall under another general or office-specific Record Series, 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 correspondence, electronic communications, and phone calls recorded for quality-assurance purposes. Records may include information subject to various disclosure restrictions; if present, that information should be destroyed in a confidential manner.	DESTROY after three (3) years.
5	GEN 10-05	LEGAL FILES All records pertaining to litigation with the county/local government and all supporting documentation. Also includes investigation files and reports from agencies who investigate civil violations (including housing and employment discrimination). This includes the Notice of Tort Claim for Property Damage and/or Personal Injury, SF 54668, if a claim is brought against the political subdivision. (See Record Series GEN 14-01 if no claim is brought.) Disclosure of these records may be affected by IC 5-14-3-4(a) (1), (3), (6) and (8). Retention consistent with IC 34-11-2-4 and -6 and IC 35-41-4-2(a).	RETAIN in office five (5) years after exhaustion of litigation. TRANSFER records that have been determined by office of origination to have historical significance to the INDIANA ARCHIVES for EVALUATION, SAMPLING and WEEDING pursuant to archival principles. DESTROY remaining records.

Indiana Archives and Records Administration - County/Local General Retention Schedule - Approved by Oversight Committee on Public Records 06/16/2024 - Page 1 of 12

- 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.

Record Series

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 Periods

Retention period instructions may include:

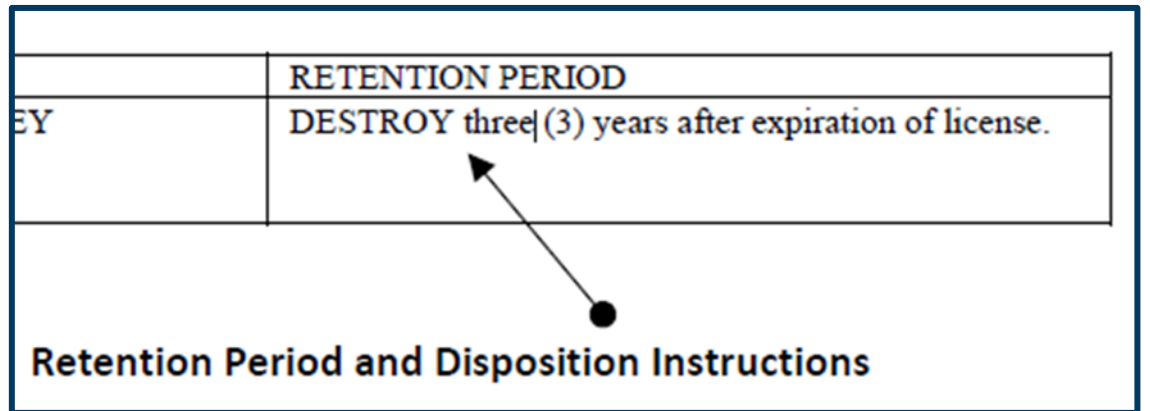
1. Information on how long the records need to remain
2. What finally happens to your records after their retention period is over

Examples:

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

	RETENTION PERIOD
KEY	DESTROY three (3) years after expiration of license.

Retention Period and Disposition Instructions

A diagram illustrating a table structure for retention periods. The table has two columns: an unlabeled column on the left and a column titled "RETENTION PERIOD". The first row of the table is empty. The second row contains the word "KEY" in the left column and the instruction "DESTROY three (3) years after expiration of license." in the right column. Below the table, the text "Retention Period and Disposition Instructions" is written. An arrow points from a black dot below this text up to the "DESTROY" part of the instruction in the table.

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 records

Only one Copy of Record is required to exist,

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.

CRITICAL Records

Only one Copy of Record is required to exist,

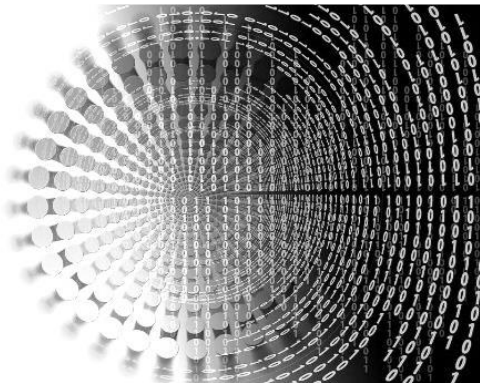
IARA recommends that you maintain 2 copies:

1 copy being physical (paper or microfilm)

and a second copy that can be in any of the following approved formats:

- Physical paper or electronic format.
- Verified microfilm (per 60 IAC 2).
- Verified digitized files (per OCPR Policies and Electronic Records Guidelines).

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 & Kalita Lopez!**
Contact them at erecords@iara.in.gov

REMEMBER...

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

First, always look at your *office-specific* retention schedule
(Non-Judicial County Clerks (CL))

Second, look at the *GEN* retention schedule

Third, if you can't find your records on the retention schedule(s),
reach out to *IARA* (me) for help!

Example

Let's say your office wants to destroy records today in March 2026.

You have **Returned Mail, Grant applications, & Budgets**

Returned Mail: GEN 23-04
Grants: GEN 10-25
Budgets: GEN 10-26

DESTROY two (2) years after the month of mailing.

DESTROY ten (10) years after expiration of the contract and after receipt of State Board of Accounts Audit Report and satisfaction of unsettled charges.

DESTROY after five (5) years.

Destruction Eligibility

To calculate the date when records become eligible for destruction if all other requirements are met, **start with the month/year date of the latest records, then add the period specified in the retention schedule, + one month.**

Budgets can be destroyed after **five (5) years**. If the latest budget file expired in **February 2021**, then the contents of the box may be destroyed in March 2026.

Grants can be destroyed after **ten (10) years and an audit**. If the latest file expired in **February 2016**, then the contents of the box may be destroyed in March 2026.

Returned mail can be destroyed **two (2) years after month of mailing**. If the latest mail expired in **January 2024 (so February 2024)**, then the contents of the box may be destroyed in March 2026.

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

Review the 2 Sections

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

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

If scheduling, you will have to wait to complete and send in the NOD form until the records are destroyed, see Destruction Information section.

Destroy means ALL Copies of a record no longer exist now.

Methods of Destruction (paper)



The proper way to destroy paper 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.*

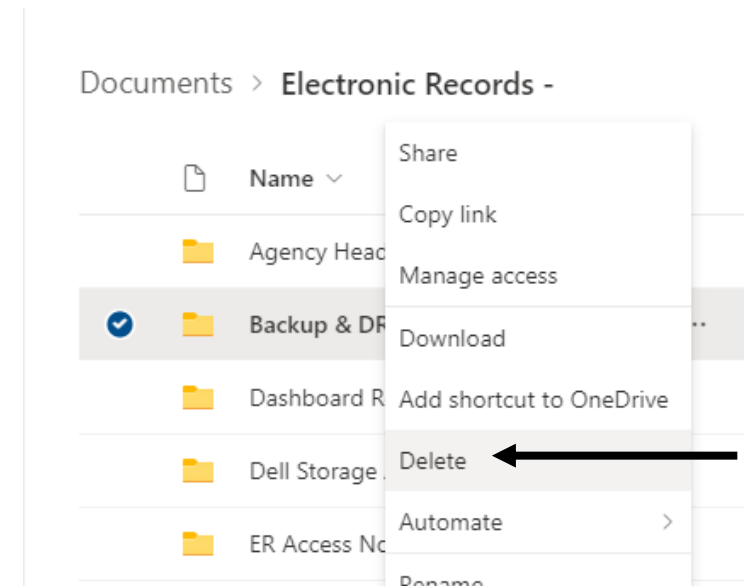
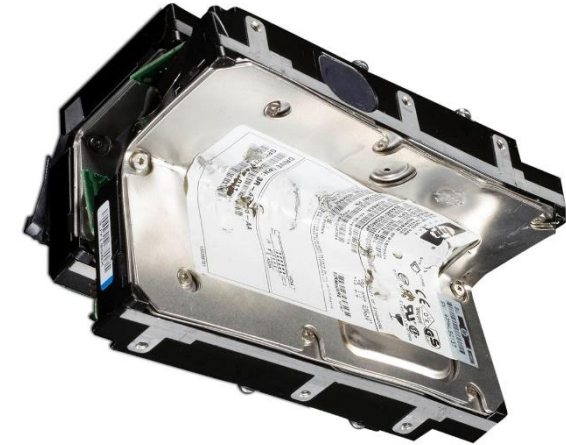
For methods of destruction for **electronic** records or **severely damaged** records, contact IARA's Records & Information Management division.

Methods of Destruction (electronic)

Nonpermanent records that have reached their disposition can be destroyed via:

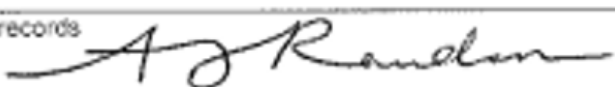
- Destroying the physical media
- Deleting the files from your network or electronic recordkeeping system

For additional information on destroying electronic records use "[A Guide to Responsible Records Destruction](#)".



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 (<i>month, day, year</i>)
Printed name of official destroying records	Position	Date records destroyed (<i>month, day, year</i>)

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 (<i>month, day, year</i>) 03/10/2026
Printed name of official destroying records Amy Random	Position Random Title	Date records destroyed (<i>month, day, year</i>) 3/10/2026



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

INDIANA ARCHIVES AND RECORDS ADMINISTRATION
COUNTY / LOCAL RECORDS MANAGEMENT
402 West Washington Street, Room W472
Indianapolis, Indiana 46204
Telephone: 317-232-3380
E-mail: cty@lara.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.)
Returned Mail	01/2000 to 12/2023	GEN 23-04	4 folders
Grants	01/2000 to 01/2016	GEN 10-25	2 boxes
Budgets	01/2000 to 01/2021	GEN 10-26	5 boxes
	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>AJ Random</i>	Date signed (month, day, year) 03/10/2026	
Printed name of official destroying records Amy Random	Position Random Title	Date records destroyed (month, day, year) 3/10/2026

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? It's Nicole Keesling, Allen County Recorder

[Tutorial on the NOD Changes!](#)

When during the year can I fill out the Notice of Destruction form?

At any point of the year!

Ideally, you will get your completed form into the CCPR secretary right before their annual meeting so that they can compile and include them in the meeting minutes but...

If you miss the meeting? That's ok, just send it in and the CCPR secretary will compile it for the next meeting.

PR-1 A or B: Destroy or Transfer Certain Public Records

The image shows two overlapping forms from the Indiana Archives and Records Administration. The top form is 'REQUEST FOR PERMISSION TO DESTROY CERTAIN PUBLIC RECORDS (PR-1A)' and the bottom form is 'REQUEST FOR PERMISSION TO TRANSFER CERTAIN PUBLIC RECORDS (PR-1B)'. Both forms have a 'Reset Form' button in the top right corner. The forms are divided into several sections: 'PART 1: REQUESTOR INFORMATION' (including name, address, and contact info), 'PART 2: DESTRUCTION REQUEST' (for PR-1A) or 'TRANSFER REQUEST' (for PR-1B), and a table for listing records. The table columns include 'NAME OR DESCRIPTION OF RECORDS', 'VOLUME OF RECORDS', and 'DATE RANGE OF RECORDS'. The PR-1A form also includes a 'Destruction Request' section with checkboxes for 'Non-scheduled records' and 'Scheduled records'. The PR-1B form includes a 'Transfer Request' section with checkboxes for 'Non-scheduled public records to an active genealogical or historical entity of the county' and 'Scheduled public records to an active genealogical or historical entity of the county'.

- **They will contact IARA before filling out either form**
- **Parts 1-5** must be completed before submission to CCPR meeting
- **Approved** by County Commission at their meeting
- PR-1 Workshop [here](#).

Destroy/Transfer Certain Public Records

PR-1A: Destroy nonscheduled records (records NOT on a retention schedule) or severely damaged records.

PR-1B: Transfer nonscheduled & scheduled records, to the Indiana Archives or active genealogical or historical entity of the county or back to the original agency.*

If the records contain confidential information, they may be transferred as-is to the Indiana Archives, but if transferring to a local historical entity, that confidential information must be removed and destroyed before the transfer. If all the records are confidential, then transferring to a local historical entity is not an option.

Contact IARA before filling out these forms.

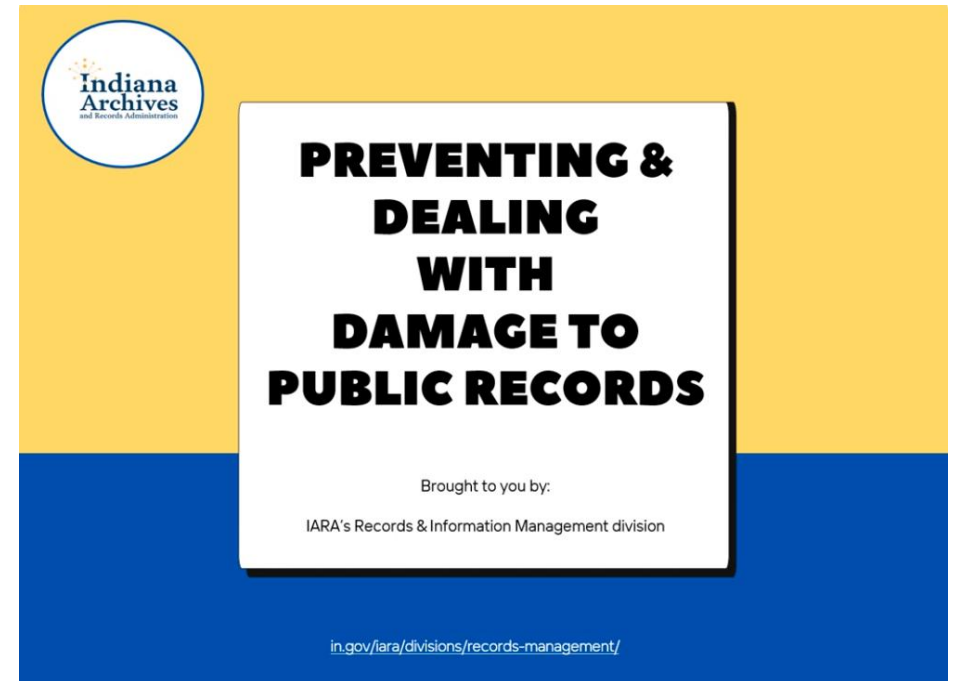
Severely Damaged Public Records

How does IARA define severely damaged records?

They are records that are:

- 1.a danger to human health, life, or property
- 2.unsalvageable – unusable: unable to be used in any way and/or
- 3.unsalvageable – unconvertible: unable to be reformatted (scanned, digitized, or converted to microfilm).

Contact IARA's Records & Information Management division if you have severely damaged records.



What is the County Commission of Public Records (CCPR)?

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.

Want to know more about the CCPR? Pages 28-31, [County/Local Records Custodian Handbook](#), the [Webpage](#) or the [Webinar](#)!

As Clerks, what are your duties to the CCPR?

- Share the responsibility of the Secretary position with the Recorder by mutual agreement or elected by CCPR members.
 - Attend CCPR meetings or send proxy/designee.
- If secretary: notify the county offices & the genealogical/historical entity in the county about the CCPR meeting, compile completed NOD forms, submitted PR-1A or B forms for inclusion in meeting minutes or approval at the meeting, plan & execute meetings.
- Support county offices when needed or forward questions to IARA.

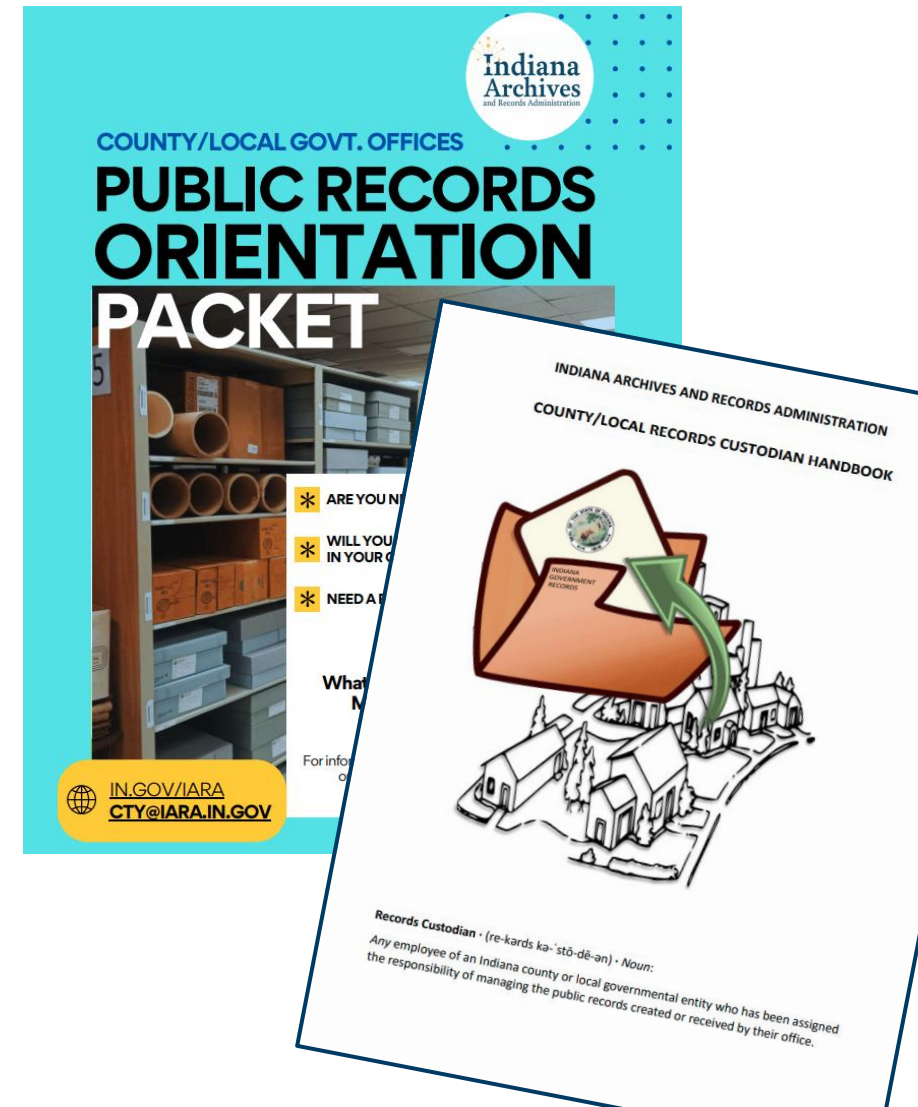
Where can I access the information from this presentation?

The new [RIM Orientation Packet](#) or the [County/Local Records Custodian Handbook!](#)

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

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

Contact me!





**Indiana
Archives**
and Records Administration

Thank You!

achristiansen@iara.in.gov

cty@iara.in.gov

(812) 929-3882 (please leave a VM)