



Office of Court Services

Catheryne Pully, Executive Director • 317-232-1313 • courts.in.gov

To: All Circuit Court Clerks, All City and Town Court Clerks
From: Jeffrey Wiese, Director of Legal Support and Statistics
Date: June 2, 2026
Re: Management and Storage of Court Records – Handling paper records

This memo is to assist Court Clerks and their staff with guidance for maintaining original paper court records. We recognize that Clerks' Offices are still required to maintain original paper files under the retention schedules and may periodically look for ways to improve their practices and maximize storage space. In order to properly take these steps, key Supreme Court Rules and policies must be followed.

Please ensure your staff also receive a copy of this guidance.

Review Administrative Rule 7 regarding retention rules for court records.

- If the retention timeline has expired pursuant to Administrative Rule 7 for the specific paper records, you can properly dispose of those records (e.g. shred) and no additional paperwork, scanning, or approval is needed. Note: IOCT is working on record retention steps related to Odyssey cases and information available via MyCase. Court Clerks do not need to take actions related to record retention for Odyssey cases.
- If the retention timeline has not expired and you want to scan the original paper records so they can be disposed, you must seek written approval, in advance of disposal, from OJA.
 - OJA has a destruction certificate that is required and OJA will provide written approval after review. A copy of the destruction certificate is attached. Once the letter of approval is received, the paper records can be shredded.
- Administrative Rule 6 governs storage standards, including microfilm and digital imaging requirements. **Digital imaging (scanning) equals digital storage outside of Odyssey.**
- Contact Tom Jones, IOCS, tom.jones@courts.in.gov for questions regarding the retention schedules, application of the rule to specific records, or to seek approval to dispose of records. If necessary, you can also request his assistance in reviewing records.

If you pursue digital imaging (scanning) of paper records, you should store those digital records according to Administrative Rule 6.

- Scanned records should not be uploaded to Odyssey unless the following circumstances are met to comply with Trial Rule 77 requirements for maintaining a complete court file.
 - An original paper file is eligible to be scanned into Odyssey only when there is a new filing in that specific case (e.g. motion to modify a custody order, a motion for proceeding supplemental, etc.).
 - If an Odyssey case record exists with no documents converted or filed into the case, the paper file does not qualify for scanning in Odyssey.
 - Expungements are not a basis for this process. Expungements are separate cases and any orders or information can be included within the original paper file.
 - For cases that did not convert to Odyssey, you should not create a new case for the sole purpose of records retention.
 - If you have a case that did not convert to Odyssey and a party is taking a new action on that case, you should follow the steps outlined in the [Manually Converting Cases to Odyssey \(adding old cases\)](#) cheatsheet. Proper case entries are critical to maintain accurate court data in the Quarterly Case Status Reports (QCSR) required by Administrative Rule 1.
 - QCSR preparer should update the quarterly report by making manual adjustments stated in the QCSERR.
 - For assistance or questions, contact IOCT Help Desk (helpdesk@courts.in.gov)



Indiana Supreme Court OFFICE OF COURT SERVICES DESTRUCTION CERTIFICATION FORM-IMAGING

Send this form to the Office of Court Services, 251 N. Illinois St., Suite 800, Indianapolis, IN 46204, upon scanning a record series but before destruction of these records occurs.

The following court records have been scanned in accordance with imaging standards of Administrative Rule 6 pursuant to the specific retention schedule found in Administrative Rule 7:
[Cite the dates of records being scanned and provide the appropriate retention schedule.]

Use one form per record series

I certify that each of the documentation, legibility and permanency standards set forth in Administrative Rule 6 (H) (1), (2) and (3) have been met and have been documented as part of the appropriate documentation file:

- 1) The records listed above have been approved for scanning by the appropriate court.
- 2) The Clerk maintains a permanent General Documentation file on these records as required under Administrative Rule 6.
- 3) The Clerk maintains a permanent Specific Documentation file as required under Administrative Rule 6, in which the following steps have been approved, documented, and audited for compliance:
 - (a) a specific weeding policy was implemented for these records and said policy has been retained as part of the documentation file.
 - (b) the images have been verified against the originals, by a document-by-document inspection.
 - (c) the images have been scanned at no less than 300 dpi.
 - (d) The digital master incorporates the file format, TIFF Group 4, meeting ISO standard 12639:2004, is stored in an environment meeting ANSI/AIIM TR25-1995, and is monitored for deterioration on a regular basis in accordance with ANSI/AIIM MS59-1996.
- 4) Required documentation and quality control target, X441 or X443, in accordance with ANSI/AIIM MS44 (R1993), with original signature on each form has been used and as part of the documentation file.
- 5) The appropriate, authorized person has audited each of the above procedures and finds that the production is in compliance with each and every requirement of Administrative Rule 6.

[Seal]

Clerk of the _____ Circuit Court

date