

How do I go about using the Record Series Search? To locate and use the *Record Series Search*, begin at IARA's [homepage](#) then in the left column, click on *Services for Government*, then click on *County/Local Retention Schedules*, and then in the description, click the *Record Series Search*.

The screenshot shows the IARA website interface. The top navigation bar includes links for 'IN.GOV', 'Indiana Archives and Records Administration', 'Records Retention Schedules', 'State Forms Catalog', 'From the Vault Blog', 'Search Archives Holdings', 'About Us (Agency Overview)', and a search icon. Below this, there are social media icons and a 'Find an Agency' button. The main content area is titled 'County / Local Government Retention Schedules'. A green circle highlights the text 'Record Series Search' in the description, which is a link to the search tool.

Note: There are multiple routes on the IARA website to get to the *Record Series Search*, I find this to be the easiest/quickest route.

Once you find yourself on the *Search for Record Series* [page](#), type in the keyword related to your record.

Example: Let's say you have some child support dockets you are unsure of what record series to use. So in the *Keyword* section, type "child support dockets" and then hit the *Search* button.

Search for Record Series

Local ID (Record Series Number)
(Use * in place of a letter or number for broader searches.)

Keyword:

Title:

Agency Name Keywords:

Include Discontinued Record Series: (default: 'No')

Note: **Do not fill in any other field except the keyword!** I've found that the search won't be as accurate if you try to fill in the other fields.

When we search "child support dockets" 19 results pull up. The important part here is to scroll through the results and find the one that matches the "Schedule Title" to *County Clerks* and "Local ID" to *CL*.

Information about novel coronavirus (COVID-19)
Get the latest information about coronavirus and the Indiana Department of Health preparations here - coronavirus.in.gov

IN.gov Indiana Archives and Records Administration

Records Retention Schedules | State Forms Catalog | From the Vault Blog | Search Archives Holdings | About Us (Agency Overview)

Online Services | I Want To | FAQs | Find an Agency | Gov. Eric J. Holcomb

- PRE-OFFSET TAX NOTICES**
Local ID (Record Series Number): 89-198
Schedule Title: Child Services, Department of Child Support.
Entities Authorized to Use this Schedule Item:
Child Services, Department of Child Support.
- CARGB**
Local ID (Record Series Number): 97-15
Schedule Title: Motor Vehicles, Bureau of Vehicles And Fulfillment Division.
Entities Authorized to Use this Schedule Item:
Motor Vehicles, Bureau of Vehicles And Fulfillment Division.
- CHILD SUPPORT DOCKETS**
Local ID (Record Series Number): CL 10-21
Schedule Title: County Clerks
- ISETS RECORDS (INDIANA SUPPORT ENHANCED TRACKING SYSTEM)**
Local ID (Record Series Number): CL 10-22
Schedule Title: County Clerks

Click on the correct search result labeled, "Child Support Dockets" and you will find all the information you are looking for: the record series number, the retention and disposition schedule, the full CL retention schedule, and other schedule details.

CHILD SUPPORT DOCKETS

Page ID: 17517

Agency: County Clerks

Local ID (Record Series Number): CL 10-21

Description: Form 45 - Support DocketForm 45L - Support Docket-Loose Leaf

Status Note: Currently in use.

Retention & Disposition: PERMANENT. May microfilm according to 60 IAC 2 standards. Original may be retained in office or transferred to the Indiana Archives pursuant to IC 5-15-6-6 at such time as original record no longer has official value but has historical value. If microfilmed, original may be destroyed upon receipt of written approval from the county commission of public records and Indiana Archives and Records Administration.

Schedule details: [See all Record Series on this retention schedule](#)

Schedule report: [View/Save PDF version of this retention schedule](#)

Note: **Most searches will not be this easy!** So if you can't find the correct search result with the keyword you used or if you are worried the search produced the wrong record series, reach out to IARA and we can verify it for you.

What if you can't find a search result for the County Clerks? As county clerks, you always refer first to your office-specific retention schedule, *Non-Judicial County Clerk (CL)*, and then to the *County/Local General (GEN)* retention schedule. So if you cannot find a search result designated to the County Clerks (CL), look for the "Schedule Title" *County/Local General Retention Schedule* or "Local ID" *GEN*. An example would be trying to find the record series for

personnel files. The CL retention schedule doesn't have a record series for personnel files so you would turn to the GEN schedule for the answer which is GEN 10-27.