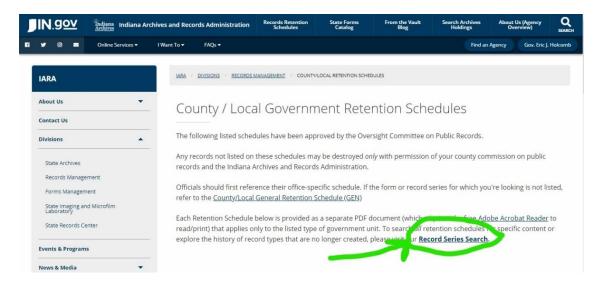**How do I go about using the Record Series Search?** To locate and use the *Record Series Search*, begin at IARA's [homepage](#) then in the left column, click on *Services for Government*, then click on *County/Local Retention Schedules*, and then in the description, click the *Record Series Search*.
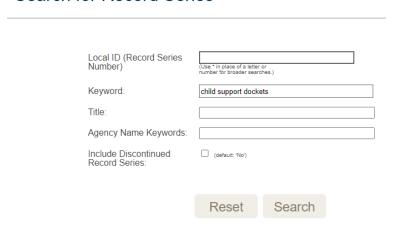

Note: There are multiple routes on the IARA website to get to the *Record Series Search*, I find this to be the easiest/quickest route.

Once you find yourself on the *Search for Record Series* [page](#), type in the keyword related to your record.
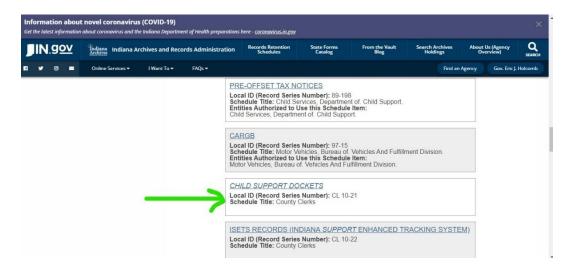
Example: Let's say you have some child support dockets you are unsure of what record series to use. So in the *Keyword* section, type "child support dockets" and then hit the *Search* button.

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*.

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.

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.