



# TRANSMITTAL OF PROPOSED / APPROVED RECORDS RETENTION AND DISPOSITION SCHEDULE

State Form 39443 (R7 / 3-19)

<p>Agency</p> <p><b>County/Local Records Management</b></p> <hr/> <p>Division <i>(If left blank, retention schedule applies to entire agency.)</i></p> <p><b>Assessing Officials</b></p> <hr/> <p>Date sent <i>(mm/dd/yyyy)</i></p> <p><b>10/19/2020</b></p>	<p>Issued by:</p> <p>The Indiana Archives and Records Administration</p> <p>Records Management Division</p> <p>402 West Washington Street, Room W472</p> <p>Indianapolis, IN 46204</p> <p>rmd@iara.in.gov</p>
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**SECTION I PROPOSED RECORDS RETENTION AND DISPOSITION SCHEDULES**

Please have your Appointing Authority (agency head) sign this sheet electronically in the blank provided under Section III, to acknowledge approval of the proposed amendments. Then, return the electronic file to IARA's Records Management Division. You will be sent a copy of the final version of the schedule after it has been approved by the Oversight Committee on Public Records.

**SECTION II GENERAL INFORMATION**

An approved Records Retention and Disposition Schedule grants your agency the authority to transfer or destroy records on a continuing basis. Please consult the Records Coordinator and Records Center handbooks for transfer and destruction information, or contact the Indiana Archives or Records Center staff directly for guidance on their specific procedures.

Any questions concerning how to interpret the instructions in your approved retention schedule should be directed to the Records Management Division at rmd@iara.in.gov.

A retention schedule must be current to be effective. The Records Management Division will contact your Agency Records Coordinator for periodic reviews to ensure that both language and content are up to date. If your agency needs to change the schedule between those review periods, just contact the Records Management Division, and a new update project will be initiated immediately.

**SECTION III PRE-MEETING REVIEW BY:**

Agency Head e-signature	(n/a - agency head is IARA Exec Director)
State Board of Accounts e-signature	<b>W. Tyler Michael</b> <small>Digitally signed by W. Tyler Michael Date: 2020.10.26 09:49:01 -04'00'</small>

**SECTION IV APPROVED RECORDS RETENTION AND DISPOSITION SCHEDULES**

The Oversight Committee on Public Records, at its meeting held on 10/28/2020, approved this Records Retention and Disposition Schedule for your agency.

The finalized schedule is enclosed. The Records Coordinator should retain the original and forward copies to agency staff as needed.

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Indiana Archives and Records Administration e-signature of final approval



Approved by Oversight Committee on Public Records on: 10/28/2020

**Instructions:**

- 1) **Record Series designated as PERMANENT on this Retention Schedule** must be preserved permanently, either in the office of origin, or in the Indiana Archives.
- 2) **PERMANENT records created on paper should be preserved on paper or microfilm** that meets the standards outlined in 60 IAC 2 / Indiana Rules of Court Administrative Rule 6.
- 3) **For PERMANENT records whose original version is electronic**, contact IARA's Electronic Records Program (erecords@iara.in.gov) for advice and instructions on preservation.
- 4) **PERMANENT records may be transferred to the Indiana Archives** at the discretion of the Archives and on a space-available basis, if storage space does not allow for maintaining them at the originating office. Title to any record transferred to the Indiana Archives transfers along with the record, per Indiana Code 5-15-5.1-11.

To request permission to transfer paper or electronic records, submit State Form 48883, [State Archives Record Transmittal and Receipt](#); for microfilm, submit State Form 52408, [Microfilm Transmittal and Receipt](#).

- 5) **Record Series listed on this retention schedule that are NOT designated as PERMANENT** may be destroyed **ONLY** after:
  - a) they have reached the end of their designated retention period **AND**
  - b) 30 days have passed since the submission of a [Notice of Destruction of County/Local Government Records in Accordance with an Approved Retention Schedule](#) (State Form 44905) to IARA.

**After destruction**, submit a copy of the completed form to the Secretary of your county Commission of Public Records.

- 6) **Records whose subject matter is not covered by any Record Series on an approved Retention Schedule** may be destroyed or transferred to a local historical society/archive **ONLY** after a [Request for Exception to County/Local Retention Schedule or Permission to Dispose Of Non-Scheduled County/Local Public Records \(PR-1\)](#) (State Form 30505) has been submitted to IARA and to the county Commission of Public Records, and approval has been received from both parties.
- 7) **ANY record may be microfilmed** according to the standards outlined in 60 IAC 2/Indiana Rules of Court Administrative Rule 6, to meet storage or access needs in the office of origin.
  - a) Once the microfilm has been verified for completeness and legibility, it is considered the Copy of Record, with all records retention schedule instructions applying to it, while the original is considered a duplicate.
  - b) Duplicates may be destroyed at any time, without the need to fill out State Form 44905 or State Form 30505.
- 8) **Records designated as CRITICAL on this retention schedule MUST be microfilmed** according to the standards outlined in 60 IAC 2 / Indiana Rules of Court Administrative Rule 6, with copies distributed and retained as indicated in the listed retention instructions.
- 9) **In the case of an applicable legal hold**, destruction or transfer of all record-types must be delayed.

**Guidelines:**

- Any record or file whose contents fall under more than one Record Series must be maintained for the longest applicable retention period.
- Specific forms or reports listed in the description of a Record Series are provided as examples, not an exclusive or exhaustive list. If a Record Series on this Retention Schedule describes the subject matter of your record, then the Record Series likely covers your record.
- If you are unsure about whether your records are covered by an existing Record Series, please contact IARA's County/Local Records Management team (cty@iara.in.gov/317-232-3380) for advice before listing the record on a State Form 30505.
- Item Numbers on this Schedule are used for reading convenience only; they are not a permanent part of the Record Series. Copies of this Retention Schedule printed from the IARA website may list the Record Series in a different order due to automated sorting.

Please see IARA's [County/Local Records Custodian Handbook](#) for complete information on proper destruction procedures for eligible records.



Assessing Officials Retention Schedule (AS)

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

ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
1	AS 12-01	<p><b>APPEALS PROCESS FORMS</b></p> <p>Records may include, but are not limited to, SF 20916 (Form 115), SF 21522, SF 43087, SF 49149, SF 53165 (Form 137 TP), SF 53626 (Form 134), SF 53958 (Form 130), or their substitutes, as well as supporting documents.</p>	DESTROY after five (5) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
2	AS 12-02	<p><b>ASSESSMENT FORMS</b></p> <p>Records may include, but are not limited to, SF 466 (Form 2), SF 786, SF 7878, SF 9931 (Form G&amp;O-1), SF 9283 (Form 122), SF 17592 (Form 137R), SF 18158, SF 18160, SF 18602, SF 18603, SF 21366, Form 11 R/A), SF 21368 (Form 111/PP), SF 21521 (Form 113/PP), SF 22691 (Form 122A), SF 45650 (Form 11 C/I), SF 46725 (Form 113), SF 46885, SF 49865 (Form 29MH), SF 51536 (Form 135), SF 53949, SF 53950 (Form 137PF), SF 54193, or their substitutes, as well as supporting documents.</p>	DESTROY after five (5) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
3	AS 12-03	<p><b>REAL ESTATE IMPROVEMENTS IN ECONOMIC REVITALIZATION AREA</b></p> <p>Records may include, but are not limited to, SF 18379 (Form 322), SF 57166 (Form CF-1), and SF 57167 (Form SB-1), or their substitutes, as well as supporting documents.</p>	DESTROY after ten (10) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
4	AS 12-04	<p><b>DEDUCTION FORMS - GENERAL</b></p> <p>Records may include, but are not limited to, SF 12662, SF 45651, SF 52500 (Form RE-CCP), SF 53179 (Form 322/VBD), SF 53812, or their substitutes, as well as supporting documents.</p>	DESTROY after five (5) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
5	AS 12-05	<p><b>DEDUCTION FORMS - EXTENDED USE</b></p> <p>Records may include, but are not limited to, SF 5473 (Form HC10), SF 18865 (Form SES/WPD), SF 43708, SF 43709, SF 43710, SF 49567 (Form 322A), SF 49568 (Form 322), SF 52501 (Form EZ-2).</p>	DESTROY after ten (10) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
6	AS 12-07	<p><b>PROPERTY TAX EXEMPTION FORMS</b></p> <p>Records include but are limited to SF 9284 (Form 136), SF 49585 (Form 120), SF 54173, and their substitutes, as well as any supporting documents.</p>	DESTROY after ten (10) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
7	AS 12-08	<p><b>PERSONAL PROPERTY FORMS - GENERAL</b></p> <p>Records may include, but are not limited to, SF 10068 (Form 104), SF 11274 (Form 103-Short), SF 11405 (Form 103-Long), SF 12980 (Form 106), SF 22649 (Form 103-I), SF 22667 (Form 103-T), SF 23000 (Form 103-N Schedule I), SF 24056 (Form 103-P), SF 24057 (Form 103-O), SF 42963 (Form MOD-1), SF 50006 (Form 102), SF 51765 (Form CF-1/PP), SF 52497 (Form 103-PS), SF 52498 (Form 103-PS/ERA), SF 52499 (Form PP-CCP), SF 53854 (Form 103-SR – Single Return), SF 53855 (Form 104-SR – Single Return), SF 54182 (Form 103-IT), SF 54484 (Form 103-CTP/EL).</p>	DESTROY after five (5) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
8	AS 12-09	<p><b>PERSONAL PROPERTY FORMS - EXTENDED USE</b></p> <p>Records may include, but are not limited to, SF 51764 (Form SB-1/PP), SF 52503 (Form 103-ERA), SF 52515 (Form 103-EL), SF 54483 (Form 103-CTP), or their substitutes, and any supporting documents.</p>	DESTROY after ten (10) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
9	AS 12-10	<p><b>UTILITY FORMS</b></p> <p>Records may include, but are not limited to, SF 31289 (U.D. Form 32), SF 40408 (U.D. Form 45), SF 46373 (DLGF – Air Pollution Control Equipment (Schedule A-3), SF 47338 (Schedule A-5), SF 47339 (Schedule A-6), SF 47340 (Schedule A-7), SF 47341 (Schedule A-8), SF 52446 (Form SB-1/UD), SF 52447 (Form UD-ERA), SF 52448 (Form CF-1/UD), or their substitutes, and any supporting documents.</p>	DESTROY after five (5) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.



Assessing Officials Retention Schedule (AS)

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

ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
10	AS 12-11	<b>MISCELLANEOUS</b> Records may include, but are not limited to, SF 23261, SF 23341 (Form 1), SF 43779, SF 46021, SF 52694, or their substitutes, and any supporting documents.	DESTROY after five (5) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
11	AS 20-01	<b>TAX STATEMENT RECORDS</b> Records may include, but are not limited to, SF 53569 (Form TS-1A), SF 53915 (Form TS-1P), SF 53954, SF 54060 (Form TS-1L), or their substitutes, and any supporting documents.	DESTROY after five (5) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
12	AS 12-12	<b>PROPERTY RECORD CARDS</b> Records may include, but are not limited to, SF 50055, SF 50056, SF 50057 or their substitutes, and any supporting documents.	DESTROY after ten (10) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
13	AS 12-13	<b>INHERITANCE TAX</b>	DESTROY after ten (10) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
14	AS 12-14	<b>OBSOLETE FORMS</b> Records may include, but are not limited to, SF 1882 (Form 1 – Tax Return), SF 11277 (Form 105), SF 12483 (Form 133), SF 21513 (Form 130), SF 22666 (Form 103-W), SF 22671 (Form 101), SF 34608 (Form 15), SF 44971 (Form 104-C) SF 44972 (Form 103-C), SF 46062 (Form 1-N), SF 52502 (PPID-1), SF 52504 (RPID-1), SF 52511 (UDID), or their substitutes, as well as supporting documents.	DESTROY after five (5) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.



# 2020 Updates Guide: Assessing Officials (AS)

INDIANA ARCHIVES AND RECORDS ADMINISTRATION – County Records Management

**THIS IS NOT A RECORDS RETENTION SCHEDULE** – it is just an overview of the updates that were made to the County/Local Assessing Officials Retention Schedule in October 2020.

**Regular text:** this record series was unchanged, or only had language updates, no change to what you should do with it.

**Light gray background:** use the same record series, but there's a change to the retention instructions or to which forms are covered in the record series.

**Dark gray background:** this record series was deactivated.

IF YOU USED TO USE RECORD SERIES...	NOW YOU SHOULD USE RECORD SERIES...
AS 12-01	AS 12-01 – <b>BUT:</b> SF 12483 and SF 21513 are now deactivated and have been MOVED to AS 12-14, Obsolete Forms.
AS 12-02	AS 12-02 – <b>BUT:</b> SF 54193 has been ADDED to the items covered, while SF 51766 has been MOVED to AS 12-03.
AS 12-03	AS 12-03 – <b>BUT:</b> SF 18379 and SF 51766 have been ADDED to the items covered.
AS 12-04	AS 12-04 – <b>BUT:</b> SF 18379 has been MOVED to AS 12-03.
AS 12-05	AS 12-05 – this record series just got a language modernization.
AS 12-06	AS 12-06 – <b>BUT:</b> SF 49585 and SF 54173 have been ADDED to the items covered.
<b>AS 12-07</b>	<b>AS 12-06</b>
AS 12-08	AS 12-08 – <b>BUT:</b> SF 34608 is now deactivated and has been MOVED to AS 12-14, Obsolete Forms.
AS 12-09	AS 12-09 – this record series just got a language modernization.
AS 12-10	AS 12-10 – this record series just got a language modernization.
AS 12-11	AS 12-11 – <b>BUT:</b> SF 54193 has been MOVED to AS 12-02, and SF 53569, SF 53915, SF 53954, and SF 54060 have been MOVED to new record series AS 20-01.
AS 12-12	AS 12-12 – this record series just got a language modernization.
AS 12-13	AS 12-13 – this record series just got a language modernization.
AS 12-14	AS 12-14 – <b>BUT:</b> SF 12483, SF 21513 and SF 34608 have been ADDED to the items covered.

NEW RECORD SERIES ADDED	FOR...
<b>AS 20-01</b>	Covers SF 53569, SF 53915, SF 53954, SF 54060, and related tax statement records.

SUMMARY
<b>Unchanged or just had language updates:</b> AS 12-05, AS 12-09, AS 12-10, AS 12-12, AS 12-13
<b>Change in State Forms covered:</b> AS 12-01, AS 12-02, AS 12-03, AS 12-04, AS 12-06, AS 12-08, AS 12-11, AS 12-14
<b>Deactivated:</b> AS 12-07
<b>New:</b> AS 20-01

If you have questions about this overview or about the County/Local Assessing Officials Retention Schedule, please contact IARA's County Records Management section at 317-232-3380 or [cty@iara.in.gov](mailto:cty@iara.in.gov).