




# 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>Public Libraries</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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<b>SECTION I</b>	<b>PROPOSED RECORDS RETENTION AND DISPOSITION SCHEDULES</b>
<p>Please have your Appointing Authority (agency head) sign this sheet <u>electronically</u> 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.</p>	

<b>SECTION II</b>	<b>GENERAL INFORMATION</b>
<p>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.</p> <p>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.</p> <p>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.</p>	

<b>SECTION III</b>	<b>PRE-MEETING REVIEW BY:</b>
Agency Head e-signature	<b>(n/a - agency head is IARA Exec Director)</b>
State Board of Accounts e-signature	<b>W. Tyler Michael</b>
	 Digitally signed by W. Tyler Michael Date: 2020.10.26 09:48:20 -04'00'

<b>SECTION IV</b>	<b>APPROVED RECORDS RETENTION AND DISPOSITION SCHEDULES</b>
<p>The Oversight Committee on Public Records, at its meeting held on <u>10/28/2020</u>, approved this Records Retention and Disposition Schedule for your agency.</p> <p>The finalized schedule is enclosed. The Records Coordinator should retain the original and forward copies to agency staff as needed.</p>	
<p>Indiana Archives and Records Administration e-signature of final approval</p>	



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

**Instructions:**

- 1) **Officials should first reference their office-specific Retention Schedule.** If no listed Record Series covers the record's subject matter, then refer to the County/Local General Retention Schedule (GEN).
- 2) **Record Series designated as PERMANENT on this Retention Schedule** must be preserved permanently, either in the office of origin, or in the Indiana Archives.
- 3) **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.
- 4) **For PERMANENT records whose original version is electronic,** contact IARA's Electronic Records Program (erecords@iara.in.gov) for advice and instructions on preservation.
- 5) **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](#).

- 6) **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.

- 7) **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.
- 8) **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.
- 9) **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.
- 10) **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.



## Public Libraries Retention Schedule (LIB)

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

ITEM #	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
1	LIB 10-01	ANNUAL PUBLIC LIBRARY REPORT The originating library's copy of a report submitted annually to the Indiana State Library and preserved in the Indiana Archives under RS 2002-08.	DESTROY after ten (10) years and after receipt of STATE BOARD of ACCOUNTS Audit Report and satisfaction of unsettled charges.
2	LIB 10-02	LEDGERS 14.1 Library Form: Form 1, 1A, 1B, and 1C: Library Financial and Appropriation Ledger. 14.2 General Form: Form 369 , General Fixed Asset Account Group Ledger. Capital Assets Ledger.	PERMANENT. See retention schedule instructions for microfilming and transfer options.
3	LIB 10-03	PATRON LIBRARY CARD, RECIPROCAL BORROWING CARD APPLICATION	DESTROY three (3) years after patron account becomes inactive.
4	LIB 10-04	PUBLIC LIBRARY ACCESS CARD (PLAC) & NON-RESIDENT CARD APPLICATION	DESTROY after three (3) years and after receipt of STATE BOARD of ACCOUNTS Audit Report and satisfaction of unsettled charges.
5	LIB 10-05	NO-FEE INTERLIBRARY LOAN FILES Applies to interlibrary loans for which a patron or library is not charged and does not collect a fee. Access to these records may be affected by IC 5-14-3-4(a)(16)(A).	DESTROY 30 days after return of materials.
6	LIB 20-01	FEE-BASED INTERLIBRARY LOAN FILES - COLLECTED Applies to interlibrary loans for which this library collects a fee. Access to these records may be affected by IC 5-14-3-4(a)(16)(A). Retention based on IC 34-11-2-6.	DESTROY after six (6) years and after receipt of STATE BOARD of ACCOUNTS Audit Report and satisfaction of unsettled charges.
7	LIB 20-02	FEE-BASED INTERLIBRARY LOAN FILES - PAID OUT Applies to interlibrary loans for which this library or their patron was charged a fee. Access to these records may be affected by IC 5-14-3-4(a)(16)(A). Retention based on IC 34-13-1-1.	DESTROY after ten (10) years and after receipt of STATE BOARD of ACCOUNTS Audit Report and satisfaction of unsettled charges.
8	LIB 10-07	PROGRAM REGISTRATION INFORMATION	DESTROY each April for previous calendar year.
9	LIB 10-08	COMPUTER USE SIGN UP SHEETS & LOGS Patron agreement to utilize public access computers provided by a library. Access to these records may be affected by IC 5-14-3-4(a)(16)(A).	DESTROY 90 days after date of use.
10	LIB 11-01	MEETING/CONFERENCE ROOM AGREEMENTS No-fee agreements for use of library meeting and/or conference rooms. If fees are collected for use of meeting and/or conference room, see GEN 10-25.	DESTROY after three (3) years.
11	LIB 20-03	NEWSPAPER COLLECTION MICROFILM Master rolls created when a library microfilms a paper periodical collection. These are non-record materials, but may be collected by the Indiana Archives as a courtesy, depending on space availability and historical value of the information.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING and WEEDING pursuant to archival principles upon individual transfer agreement between the library and the INDIANA ARCHIVES.



# 2020 Updates Guide: Public Libraries (LIB)

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 Public Libraries 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...
LIB 10-01	LIB 10-01 – this record series just got a language modernization.
LIB 10-02	LIB 10-02 – <b>BUT:</b> see the schedule cover page for microfilming and transfer options.
LIB 10-03	LIB 10-03 – Unchanged
LIB 10-04	LIB 10-04 – this record series just got a language modernization.
LIB 10-05	LIB 10-05 – Unchanged
<b>LIB 10-06</b>	<b>LIB 20-01</b> for records of fees COLLECTED by the library, <b>LIB 20-02</b> for records of fees PAID by the library. If the same Interlibrary Loan record includes both revenue and expenditure transactions, use LIB 20-02.
LIB 10-07	LIB 10-07 – Unchanged
LIB 10-08	LIB 10-08 – Unchanged
<b>LIB 10-09</b>	<b>None</b> – photographs and videos in the library collection are assets which belong to the library, and are non-record materials.
LIB 11-01	LIB 11-01 – this record series just got a language modernization.

NEW RECORD SERIES ADDED	FOR...
<b>LIB 20-01</b>	Interlibrary Loan records where fees were COLLECTED by the library.
<b>LIB 20-02</b>	Interlibrary Loan records where fees were PAID by the library.
<b>LIB 20-03</b>	Newspaper collection microfilm donated to the State Archives by mutual agreement between the library and the Archives.

SUMMARY
<b>Unchanged or just had language updates:</b> LIB 10-01, LIB 10-03, LIB 10-04, LIB 10-05, LIB 10-07, LIB 10-08, LIB 11-01
<b>Change in retention instructions:</b> LIB 10-02
<b>Deactivated:</b> LIB 10-06, LIB 10-09
<b>New:</b> LIB 20-01, LIB 20-02, LIB 20-03

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