



STATE OF INDIANA

ERIC J. HOLCOMB, Governor

S. Chandler Lighty, Executive Director

INDIANA ARCHIVES AND RECORDS ADMINISTRATION

Administrative Offices

Forms and Records Management Divisions

402 West Washington Street, Room W472

Indianapolis, Indiana 46204

To Whom It May Concern:

The Indiana Archives and Records Administration (IARA) assists state and local governments in the cost-effective, efficient and secure management of governmental records, by providing services throughout the life cycle of records, including creation, use, storage, and disposition. On the county and local level, IARA works with and provides assistance to each county's Commission of Public Records among other records management contributions.

We'd like to remind you that in accordance with Indiana Code 5-15-6-1, members of each County Commission of Public Records have the duty and legal responsibility to attend at least one meeting of the Commission per calendar year. A more frequent schedule of monthly or quarterly meetings is both beneficial and highly encouraged.

The County Commission of Public Records meets to verify that local offices comply with records retention schedules and follow disposition guidelines, and to authorize the destruction of public records not covered on a records retention schedule.

When you attend a County Commission meeting, the localities and offices you serve can dispose of their unneeded records in a timely and efficient manner. Creating a greater ease in managing public records ultimately benefits both your own office and those of other county/local government officials by saving time, money, and space.

If you are unable to attend the Commission meeting for any reason, you are permitted and encouraged to send a proxy from your office in your stead. The Secretary needs a quorum, a minimum of four members, to hold the annual meeting. If there is no quorum, the meeting will need to be rescheduled for another date that you or your representative will be able to attend.

Effective stewardship and compliance with state laws and procedures makes records management for all our jobs easier, now and in the long term. Managing public records and having organized retention reduces legal risks, promotes good housekeeping, and increases overall efficiency in your office. Please join IARA as we strive to provide great service to county/local agencies by attending scheduled meetings of your County Commission of Public Records.

Sincerely,

A handwritten signature in blue ink that reads "S. Chandler Lighty".