



Approved by the Oversight Committee on Public Records on: 7/29/2020

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 this 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. (Unless a Record Series from your office-specific Retention Schedule supersedes it.)
- 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.



ITEM #	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
ADMINISTRATIVE			
1	GEN 10-01	<p>MINUTES</p> <p>Official minutes of any county/local agency, board, commission, or of any division. Includes agendas and other supporting documents presented at the meeting. THIS IS A CRITICAL RECORD. Retention based on IC 5-15-5.1-5(a) (9), and IC 5-15-5.1-12.</p>	<p>PERMANENT and CRITICAL. MICROFILM according to 60 IAC 2 standards. TRANSFER original microfilm roll to the INDIANA ARCHIVES after verification for completeness and legibility. MAINTAIN duplicate microfilm roll permanently in office of origin. DESTROY hard copies after verification of INDIANA ARCHIVES transfer.</p>
2	GEN 10-02	<p>COUNTY/LOCAL AGENCY, BOARD OR COMMISSION MEETING RECORDINGS</p> <p>For offices, boards or commissions that record their meetings in audiovisual or electronic formats for the purpose of transcribing the minutes, and use the recordings to complete the minutes of the meetings.</p>	<p>DELETE recording or DESTROY storage media after relevant minutes are transcribed and approved.</p>
3	GEN 10-03	<p>POLICY FILES - OFFICE HOLDERS, DEPUTIES, AND DIVISION DIRECTORS</p> <p>These office files document substantive actions of administrative agency appointing authorities, deputy directors, and division directors. These records constitute the official record of an agency's performance of its functions and the formation of policy and program initiatives. This series may include various types of records such as correspondence, memos, and reports concerning agency policy and procedures, organization, program development and reviews. Disclosure of these records may be affected by IC 5-14-3-4(b) (6).</p>	<p>PERMANENT. See Retention Schedule Instructions for microfilming and transfer options.</p>
4	GEN 10-04	<p>GENERAL FILES</p> <p>Office records that are not related to policy implementation. This series includes correspondence, memos, and routine staff files.</p>	<p>DESTROY after three (3) years.</p>
5	GEN 10-05	<p>LEGAL FILES</p> <p>All records pertaining to litigation with the county/local government and all supporting documentation. Also includes investigation files and reports from agencies who investigate civil violations (including housing and employment discrimination). This includes the Notice of Tort Claim for Property Damage and/or Personal Injury, SF 54668, if a claim is brought against the political subdivision. (See GEN 14-1 if no claim is brought.) Disclosure of these records may be affected by IC 5-14-3-4(a) (1), (3), (6) and (8). Retention consistent with IC 34-11-2-4 and -6 and IC 35-41-4-2(a).</p>	<p>RETAIN in office five (5) years after exhaustion of litigation. TRANSFER records that have been determined by office of origination to have historical significance to the INDIANA ARCHIVES for EVALUATION, SAMPLING and WEEDING pursuant to archival principles. DESTROY remaining records.</p>
6	GEN 14-01	<p>NOTICE OF TORT CLAIM FOR PROPERTY DAMAGE AND/OR PERSONAL INJURY, SF 54668</p> <p>This form is included in GEN 10-5, Legal Files, if a claim is brought against the political subdivision. Retention based on IC 34-11-2-4.</p>	<p>DESTROY after three (3) years if a claim is not brought against the political subdivision within the statute of limitations.</p>
7	GEN 10-06	<p>LEGISLATIVE WORKING PAPERS</p> <p>Records created by a county/local agency related to the legislature's review of proposals for new or amended ordinances, resolutions, statutes or administrative rule(s). Disclosure of these records may be affected by IC 5-14-3-4(b)(6).</p>	<p>PERMANENT. See Retention Schedule Instructions for microfilming and transfer options.</p>

ITEM #	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
8	GEN 10-08	<p>DISASTER RECOVERY AND CONTINUITY PLANS</p> <p>The local government entity's copy of all Disaster Recovery / Continuity Plans, including those for electronic systems, as well as supporting documentation used in the development of the plans. Disclosure of these records may be affected by IC 5-14-3-4(b)(19).</p>	<p>Adopted Plans: PERMANENT. See Retention Schedule Instructions for microfilming and transfer options. Supporting documentation for previous Plans: DESTROY three (3) years after the adoption of the next Plan.</p>
9	GEN 16-02	<p>BUSINESS APPLICATION LICENSES</p> <p>Includes all applications for licenses to operate specific categories of business, as determined by the county, city or town.</p>	<p>DESTROY three (3) years after the date of license expiration.</p>
10	GEN 20-01	<p>DOCUMENTATION OF PUBLIC RECORDS DISPOSITION</p> <p>All records regarding the transfer, destruction, or format conversion of county/local public records, whether located in the originating office, or in the office of the Secretary of the County Commission of Public Records.</p> <p>Files include but are not limited to: SF 44905, Notice of Destruction of County/Local Government Records in Accordance with an Approved Retention Schedule, SF 30505, Request for Exception to County/Local Retention Schedule or Permission to Dispose Of Non-Scheduled County/Local Public Records (PR-1), State Form 52408, Microfilm Transmittal and Receipt, SF 48883, State Archives Transmittal and Receipt, or equivalent transfer form provided by a local historical entity.</p> <p>Also includes all records documenting the conversion of public records from one format to another while maintaining prescribed standards of quality. (Microfilming, imaging, digitization of audiovisual materials, etc.)</p>	<p>PERMANENT. Maintain in office; these records may not be transferred to the INDIANA ARCHIVES unless requested by Indiana Archives staff.</p>
ACCOUNTING & FINANCE			
11	GEN 10-10	<p>BASIC ACCOUNTING RECORDS - REVENUE</p> <p>ALL records and supporting documents for revenue accruing to a government office, unless those records are maintained under an office-specific Record Series with an equal or greater retention period. Records may include but are not limited to: receipts, quietus, cash register tapes, collections, fees, public record copy requests, interdepartmental bills, transmittals, checks (for payments made to agency), records of deposit, and all related books, ledgers, registers, journals & reports. May be created or received in paper or electronic format. Records which contain both revenue and expenditure information should be maintained under Record Series GEN 10-11. Retention based on IC 34-11-2-6.</p>	<p>DESTROY/DELETE after six (6) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.</p>

ITEM #	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
12	GEN 10-11	<p>BASIC ACCOUNTING RECORDS - EXPENDITURES</p> <p>ALL records and supporting documents for expenditures both requested and completed, unless those records are maintained under an office-specific Record Series with an equal or greater retention period. Records may include but are not limited to: expenditure-related reports and ledgers, vouchers/claims and abstracts including Poor Relief, check/warrant registers, registers of Poor Relief claims, purchase orders, budgetary appropriations and allotments, requests for proposals, requisitions, invoices and expenditure receipts, accounts payable records, bank statements, reconciliation records and reports, time cards, payroll records not covered under Record Series GEN-10-16, travel and motor pool records and requests, real estate purchases, requests for supplies, and usage logs for paid services such as communications, software, and technical support. Records which contain both revenue and expenditure information should be maintained under this Record Series.</p> <p>Disclosure of these records may be affected by IC 5-22-18-4, 26 USC 6103(n), 26 USC 7213(a) and 42 USC 405(c) (viii) (I, II, III and IV). Retention based on IC 34-13-1-1.</p>	DESTROY after ten (10) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
13	GEN 10-16	<p>PAYROLL RECORDS</p> <p>Applies to Forms 99A, 99B and 99C</p>	PERMANENT. See Retention Schedule Instructions for microfilming and transfer options.
14	GEN 10-24	<p>INVESTMENTS/INSURANCE REGISTER</p> <p>Form 350 – Register of Investments Form 351 – Register of Insurance</p>	PERMANENT. See Retention Schedule Instructions for microfilming and transfer options.
15	GEN 10-25	<p>BONDS, BIDS, CONTRACTS AND LEASES</p> <p>All contracts, including grants, with vendors or other units of government to provide goods or services. Files also include working papers and similar attachments used by the agency in this process. This record series also applies to an administrative entity receiving revenue through a contract or lease. Retention based on IC 34-13-1-1.</p>	DESTROY ten (10) years after expiration of the contract and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
16	GEN 10-26	<p>AS-SUBMITTED BUDGETS</p> <p>Includes new programs requested, justifications, breakdown of money requested, estimates, reports, and public notice.</p>	DESTROY after five (5) years.
17	GEN 15-02	<p>INTERNAL REVENUE SERVICE FORMS</p> <p>Includes the governmental entity's original copy of forms filed with or issued by the United States Internal Revenue Service.</p>	RETAIN for period required by federal law, but for not less than six (6) years. DESTROY upon fulfillment of this retention period.
18	GEN 16-05	<p>ANIMAL CARE AND CONTROL RECORDS</p> <p>Includes, but is not limited to: intake, animal adoptions, surrenders, and any other records related to the care of animals in the facility. Excludes revenue and expenditure records, which should be retained under GEN 10-10 and GEN 10-11.</p>	DESTROY after three (3) years.

ITEM #	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
PERSONNEL			
19	GEN 10-27	<p>PERSONNEL FILES</p> <p>Personnel records containing documentation of the employee's working career and application for employment with the county/local government unit. Employment application shall include examination records. Personnel files shall be created and maintained for full-time, part-time, and temporary employees, as well as paid and unpaid interns. May include copies of employee tax documents and benefit elections. Disclosure of these records may be affected by IC 5-14-3-4(b)(2),(3),(4) ,(6), and (8).</p>	DESTROY 75 years after employee is no longer employed by the county/local government unit.
20	GEN 10-28	<p>EMPLOYEE MEDICAL RECORDS</p> <p>Typical record series could include Employer's Report of Injury, Report of Attending Physician, other medical information used to document work-related illnesses or injuries, and drug test results. Pursuant to United States Equal Opportunity Commission rules, this information "...shall be collected and maintained...in separate medical files..." Disclosure of these records may be affected by IC 5-14-3-4(a)(9), IC 5-14-3-4(b)(8) and 29 CFR 1630.14(b)(1).</p>	DESTROY three (3) years after the employee leaves county/local government.
21	GEN 10-30	<p>FAMILY AND MEDICAL LEAVE ACT OF 1993 RECORDS</p> <p>Records may contain applications for Family and Medical Leave (State Form 48370 or its equivalent), and any information related to use of the Family and Medical Leave Act (FMLA). Disclosure of these records may be affected by 29 CFR 825.500(g). Retention based on 29 CFR 825.400(b).</p>	DESTROY records after three (3) years if no other Record Series with a longer retention period applies to them. If records are part of another Record Series with a longer retention, follow the retention instruction for that Record Series.
22	GEN 10-31	<p>EMPLOYMENT APPLICATIONS-NOT HIRED</p> <p>Series includes applications from persons seeking employment who are not hired. Series also contains vacancy notices, job information bulletins, unsolicited resumes, rejection correspondence, examination material, drug test results, and other related materials. Disclosure of these records may be affected by IC 5-14-3-4 (b)(8)(b). Retention based on IC 4-15-2-15 (b)(4).</p>	DESTROY three (3) years after the decision not to hire.
23	GEN 10-32	<p>EMPLOYEE HAZARDOUS EXPOSURE RECORDS</p> <p>Typical records could include employee exposure records and/or analyses using exposure or medical records. Disclosure of these records may be affected by IC 5-14-3-4(a) (9).</p>	DESTROY thirty-five (35) years after employee termination.
24	GEN 10-33	<p>WORK-RELATED INJURIES AND ILLNESSES</p> <p>Includes OSHA Form 300: Log of Work-Related Injuries and Illnesses, OSHA Form 300A, Summary of Work-Related Injuries and Illnesses, and OSHA Form 301, Injury and Illness Incident Report, as well as any related reports, correspondence, and supporting documents. Disclosure of these records may be affected by 29 CFR 1904.29 and IC 5-14-3-4 (a) (3). Retention based on 29 CFR 1904.33.</p>	DESTROY five (5) years after the end of the calendar year that the records cover.
25	GEN 20-02	<p>EMPLOYMENT LOGS</p> <p>Permanent list of previous employees including employment dates, classification, and rehire eligibility status. May include Form 100R – Certified Report of Names, Addresses, Duties and Compensation of Employees.</p>	PERMANENT. Maintain permanently within each government office.

ITEM #	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
PUBLICATIONS			
26	GEN 10-34	<p>OVERSIGHT COMMITTEE ON PUBLIC RECORDS APPROVED RECORDS RETENTION AND DISPOSITION SCHEDULES</p> <p>Contains a description of all records maintained by a county/local office, and specifies when and how they may dispose of their records.</p>	DESTROY after replaced by revised schedule.
27	GEN 10-36	<p>MATERIAL SAFETY DATA SHEETS (MSDS)</p> <p>These reports and data sheets are supplied by the manufacturer of hazardous chemicals and submitted to businesses and other organizations receiving and using the substances. One (1) report or MSDS is submitted for each chemical in accordance with federal OSHA requirements. General information, ingredients, physical data, fire and explosion hazard data and other precautions are listed to inform and protect individuals who use or are exposed to these substances and chemicals. Disclosure of these records may be affected by 29 CFR 1910.1020(f)(1) and (f)(2), and IC 5-14-3-4(a)(4). Retention based on 29 CFR 1910.1020(d)(1)(ii)(B).</p>	DESTROY thirty (30) years after the year of conclusion of the worker's employment.
28	GEN 20-03	<p>LOCAL GOVERNMENT PUBLICATIONS</p> <p>Publications issued by local government entities that are not solely for internal use. Consult IC 4-23-7.1-28 and Indiana State Library staff for information on voluntary transfer of additional copies to the state's publications depository.</p>	TRANSFER one (1) copy of each publication to the INDIANA ARCHIVES. DESTROY remaining copies when outdated or replaced.
29	GEN 20-04	<p>LOCAL GOVERNMENT ANNUAL REPORTS</p> <p>Reports documenting the annual activities of a local government entity, created by that entity for publication or submission to a regulatory body or higher government office. They may contain fiscal, narrative, or statistical information, depending on the activities documented. Consult IC 4-23-7.1-28 and Indiana State Library staff for information on voluntary transfer of additional copies to the state's publications depository.</p>	TRANSFER one (1) copy of each report to the INDIANA ARCHIVES. DESTROY remaining copies when outdated or replaced.
AUDIO, VIDEO & GENERAL MEDIA			
30	GEN 10-40	<p>MICROFILM DOCUMENTATION FILE</p> <p>A written documentation list created and maintained for the microfilm based on the approved retention schedule (60 IAC 2-2-3). See 60 IAC 2 for required contents of the file.</p>	PERMANENT. Transfer copy to the INDIANA ARCHIVES.
31	GEN 10-41	<p>PHOTOGRAPHS, VISUAL ART, VIDEO AND FILM</p> <p>Still or moving images created for or recorded at special events and activities of the office, general circulation or special purpose periodicals, and intra-office news.</p>	TRANSFER to the INDIANA ARCHIVES for evaluation, sampling, or weeding pursuant to archival principles one (1) year after the date of the event or activity.

ITEM #	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
32	GEN 10-43	<p>ROUTINE SURVEILLANCE RECORDINGS</p> <p>Disclosure of these records may be affected by IC 5-14-3-4(a) and IC 5-14-3-4(b) (1) & (6).</p>	<p>DESTROY after 30 days without the necessity of filing a Notice of Destruction unless one of the following conditions occurs before that time period elapses:</p> <p>(1) If the agency receives notice, actual or constructive, that evidence of illegal activity was captured, TRANSFER records to Record Series GEN 16-1 and follow the appropriate listed retention.</p> <p>(2) If the agency receives notice, actual or constructive, that evidence was captured resulting in a timely notice of tort claim under IC 34-13-3-8, DESTROY three (3) years after action accrues.</p> <p>(3) If litigation occurs for which the record is admitted into evidence, the record becomes the responsibility of the court and is subject to Indiana Rules of Court, Administrative Rule 7.</p>
33	GEN 10-46	<p>PROTECTED CRITICAL INFRASTRUCTURE INFORMATION</p> <p>Information received by the County and/or local Emergency Management Agency and/or partner agencies including public safety, health, fire and emergency medical services, from the Indiana Department of Homeland Security and/or the US Department of Homeland Security pursuant to 6 USC 131-135 and 6 CFR 29 regarding the security of critical infrastructure and protected systems, analysis, warning, interdependency study, recovery, reconstitution, and related purposes. Records include correspondence, reports, assessments, strategies, grant applications, drawings, specifications, plans, and risk planning documents in paper or electronic form. Disclosure of these records is affected by 6 USC 133(a)(1)(A)-(E) and 6 CFR 29.8. Retention period is based on high security-level of information and its duplicate existence at the Federal level.</p>	<p>DESTROY when outdated or replaced by subsequent records received from the Indiana Department of Homeland Security and/or the US Department of Homeland Security.</p>
34	GEN 10-47	<p>CRITICAL INFRASTRUCTURE INFORMATION</p> <p>Homeland security and counterterrorism records which may be intra-agency or interagency advisory or deliberative material (including material developed by a private contractor under a contract with a public agency). These may be expressions of opinion or of a speculative nature, and include: 1) administrative or technical information that would jeopardize a record keeping or security system, 2) computer programs, codes, filing systems, and other software, 3) portions of electronic maps entrusted to a public agency by a utility, and 4) school safety and security measures, plans, and systems, including emergency preparedness plans developed under 511 IAC 6.1-2-2.5. Records may include correspondence, reports, assessments, strategies, grant applications, drawings, specifications, plans, and risk planning documents in paper or electronic form, as further described in IC 5-14-3-4(b)(6), (10), (11), (18) and 19. Disclosure of these records may be affected by the previously listed statutes. Retention is based on a reasonable likelihood of threatening public safety by exposing a vulnerability to terrorist attack should records be improperly disclosed.</p>	<p>DESTROY when outdated or replaced.</p>

ITEM #	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
OBSOLETE RECORDS			
35	GEN 10-44	<p>PERMANENT OBSOLETE RECORDS</p> <p>Chattel Mortgage Record [to 6/30/1935] Index to Chattel Mortgage Record [to 6/30/1935] Sire Lien Record [1889-1984] Stock Mark Record Apprentice Indenture Record PR-6 (Township Trustee ONLY) – Register of Poor Relief Claims Twp. PR-7 – Poor Relief Statistical Report Twp. Form 369 – General Fixed Asset Account Group SD Form 309A/B – Cash Journal, Municipal Sewage Utility (short & long forms) SD Form 329A/B – Sewage Utility Voucher Register (short & long forms) County Clerk’s copy of Coroner’s Inquest Verdict and Written Report of Death (copy sent to County Clerk prior to 7/1/1994)</p>	<p>PERMANENT. See Retention Schedule Instructions for microfilming and transfer options.</p>
36	GEN 10-45	<p>NON-PERMANENT OBSOLETE RECORDS</p> <p>Chattel Mortgage Minute Book [1 July 1935 – 30 June 1964] Index to Chattel Mortgage Receipts [1 July 1935 – 30 June 1964] Chattel Mortgage Receipts [1 July 1935 – 30 June 1964] Entry Book of Old-Age Pensions [1936-1945] Inheritance Tax Record [1913-1931] Fee Docket Premarital Examination Certificate [Confidential and NOT open to public inspection] Hunting and Fishing Report Twp. PR-1 – Application for Township Assistance Twp. PR-1A – Notice of Poor Relief Action Twp. PR-1B – Application for Additional or Continuing Township Assistance Twp. PR-2 – Purchase Order for Medical Relief Twp. PR-3 – General Purchase Order for Poor Relief Twp. PR-4 – Report of Medical Aid Rendered Twp. PR-7M – Mileage Claim for Poor Relief Investigation Twp. Form 7 – Estimate of Poor Relief Requirements Twp. PR-8 – Quarterly Poor Relief Report of Actual and Estimated Receipts</p>	<p>DESTROY.</p>



TRANSMITTAL OF PROPOSED / APPROVED RECORDS RETENTION AND DISPOSITION SCHEDULE

State Form 39443 (R7 / 3-19)

Agency Archives and Records Administration	Issued by: The Indiana Archives and Records Administration
Division <i>(If left blank, retention schedule applies to entire agency.)</i> County/Local General Retention Schedule	Records Management Division
Date sent <i>(mm/dd/yyyy)</i> 5/5/2020	402 West Washington Street, Room W472
	Indianapolis, IN 46204
	rmd@iara.in.gov

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	Chandler Lighty	<small>Digitally signed by Chandler Lighty DN: cn=Chandler Lighty, o=State of Indiana, ou=Indiana Archives and Records Administration, email=clighty@iara.in.gov, c=US Date: 2020.05.20 17:41:07 -0400</small>
State Board of Accounts e-signature	Beth Kelley	<small>Digitally signed by Beth Kelley Date: 2020.05.18 15:02:43 -0400</small>

SECTION IV APPROVED RECORDS RETENTION AND DISPOSITION SCHEDULES

The Oversight Committee on Public Records, at its meeting held on 7/29/2020, 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.

Indiana Archives and Records Administration e-signature of final approval	Chandler Lighty	<small>Digitally signed by Chandler Lighty DN: cn=Chandler Lighty, o=State of Indiana, ou=Indiana Archives and Records Administration, email=clighty@iara.in.gov, c=US Date: 2020.07.29 10:02:44 -0400</small>
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2020 Updates Guide: County/Local General Retention Schedule (GEN)

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 General Retention Schedule on July 29, 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.

Dark gray background: this record series was deactivated.

IF YOU USED TO USE RECORD SERIES...	NOW YOU SHOULD USE RECORD SERIES...
GEN 10-01	GEN 10-1 – BUT: because this is a Critical Record, microfilm is a requirement. The original roll/negative must go to the Indiana Archives, if they don't already have it because they did the filming.
GEN 10-02	GEN 10-02 – this record series just got a language modernization.
GEN 10-03	GEN 10-03 – BUT: this record series was incorrectly labeled a Critical Record. Microfilm options are now the same as other permanent records, as described on the schedule cover page.
GEN 10-04	GEN 10-04 – this record series just got a language modernization.
GEN 10-05	GEN 10-05 – this record series just got a language modernization.
GEN 10-06	GEN 10-06 – BUT: the title has changed, and this record series was incorrectly labeled a Critical Record. Microfilm options are now the same as other permanent records, as described on the schedule cover page.
GEN 10-08	GEN 10-08 – BUT: see the schedule cover page for microfilming and transfer options.
GEN 10-09	GEN 10-04
GEN 10-10	GEN 10-10 – BUT: the title has changed, and this record series will now be used for ALL revenue related fiscal records.
GEN 10-11	GEN 10-11 – BUT: the title has changed, and this record series will now be used for ALL expenditure-related fiscal records. (Including cancelled checks.)
GEN 10-12	GEN 10-11
GEN 10-13	GEN 10-11
GEN 10-14	GEN 10-11
GEN 10-15	GEN 10-11
GEN 10-16	GEN 10-16 – BUT: see the schedule cover page for microfilming and transfer options.
GEN 10-17	GEN 10-11
GEN 10-18	GEN 10-11
GEN 10-19	GEN 10-11
GEN 10-20	GEN 10-10
GEN 10-21	GEN 10-11
GEN 10-22	GEN 10-11
GEN 10-23	GEN 10-10
GEN 10-24	GEN 10-24 – BUT: see the schedule cover page for microfilming and transfer options.
GEN 10-25	GEN 10-25 – no changes were made to this record series.
GEN 10-26	GEN 10-26 – this record series just got a language modernization.
GEN 10-26	GEN 10-26 – this record series just got a language modernization.
GEN 10-27	GEN 10-27 – this record series just got a language modernization.
GEN 10-28	GEN 10-28 – BUT: now you only need to keep it for 3 years instead of 7.
GEN 10-30	GEN 10-30 – this record series just got a language modernization.
GEN 10-31	GEN 10-31 – this record series just got a language modernization.
GEN 10-32	GEN 10-32 – this record series just got a language modernization.
GEN 10-33	GEN 10-33 – this record series just got a language modernization.
GEN 10-34	GEN 10-34 – no changes were made to this record series.
GEN 10-35	GEN 10-06 – These are the same as Legislative Working Papers and should be retained for the same amount of time.

IF YOU USED TO USE RECORD SERIES...	NOW YOU SHOULD USE RECORD SERIES...
GEN 10-36	GEN 10-36 – no changes were made to this record series.
GEN 10-37	Nothing. These are publications of state agencies; for you, they're non-records, and your office has no responsibility to keep them beyond the time you need them for reference.
GEN 10-38	Various: whichever record series describes what the reports are actually <i>about</i> , or GEN 20-03 or 20-04 (publications or annual reports) if no other applicable series exists.
GEN 10-39	Nothing. These are publications of state agencies; for you, they're non-records, and your office has no responsibility to keep them beyond the time you need them for reference.
GEN 12-01	GEN 10-10
GEN 14-01	GEN 14-01 – this record series just got a language modernization.
GEN 14-02	GEN 10-25 – The Indiana Archives doesn't need your copy of these, because they receive one from the State Board of Accounts. Your copy can be destroyed under RS 10-25.
GEN 15-02	GEN 15-02 – no changes were made to this record series.
GEN 16-02	GEN 16-02 – no changes were made to this record series.
GEN 16-03	Nothing. Copies of vouchers and purchase orders are Duplicates. Duplicates are non-record materials and can be destroyed as soon as you no longer need them in the office.
GEN 16-04	GEN 10-11
GEN 16-05	GEN 16-05 – this record series just got a language modernization.

NEW RECORD SERIES ADDED	FOR...
GEN 20-01	Documentation of Public Records Disposition (Your copies of the Notice of Destruction, PR-1, and related records about the destruction, transfer, or format conversion of other records.)
GEN 20-02	Employment Logs (The list you keep of former employees with employment dates, classification, and rehire eligibility status.)
GEN 20-03	Publications
GEN 20-04	Annual Reports

SUMMARY
<p>Unchanged or just had language updates: GEN 10-02, GEN 10-04, GEN 10-05, GEN 10-25, GEN 10-26, GEN 10-26, GEN 10-27, GEN 10-30, GEN 10-31, GEN 10-32, GEN 10-33, GEN 10-34, GEN 10-36, GEN 14-01, GEN 15-02, GEN 16-02, GEN 16-05</p> <p>Retention instructions changed: GEN 10-01, GEN 10-03, GEN 10-6, GEN 10-8, GEN 10-10, GEN 10-11, GEN 10-16, GEN 10-24, GEN 10-28</p> <p>Deactivated: GEN 10-09, GEN 10-12, GEN 10-13, GEN 10-14, GEN 10-15, GEN 10-17, GEN 10-18, GEN 10-19, GEN 10-20, GEN 10-21, GEN 10-22, GEN 10-23, GEN 10-35, GEN 10-37, GEN 10-38, GEN 10-39, GEN 12-01, GEN 14-02, GEN 16-03, GEN 16-04</p>

If you have questions about this overview or about the County/Local General Retention Schedule, please contact IARA's County Records Management section at 317-232-3380 or cty@iara.in.gov.