

# County/Local Retention Schedule Instructions

## Indiana Archives and Records Administration (IARA) – County/Local Records Management

These instructions apply to all approved County/Local Records Retention Schedules.

- 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). If you are still unsure, contact County Records Management at [cty@iara.in.gov](mailto:cty@iara.in.gov) for assistance.
- 2) **Copy of Record vs. Duplicate:**
  - a) A **Copy of Record** is the copy (or in special circumstances, *copies*) of a record that your agency has chosen to officially fulfill all Records Retention Schedule requirements and any other state or federal rules that affect the record.
  - b) A **Duplicate** is any other version of the record that contains the same information, but is *not* being used to fulfill records retention requirements. Unless the appropriate Record Series specifically states otherwise, Duplicates are considered non-record material and may be destroyed at any time. No permission from IARA or your County Commission of Public Records is required, and no forms need be submitted.
- 3) **Record Series listed on a retention schedule but NOT designated as PERMANENT or CRITICAL :**
  - a) **Any records may be digitized** according to OCPR Policies 20-01 and 20-02 and IARA's Electronic Records Guidelines. Once the electronic records have been verified for completeness and legibility, they can be used as a **Copy of Record** (see Item 2 above), with all records retention schedule instructions applying to them, while the original version becomes a **Duplicate** (see Item 2 above).
  - b) The Copy of Record for these records may be destroyed **ONLY** after they have reached the end of their designated retention period **AND** you have filled out a [Notice of Destruction of County/Local Government Records in Accordance with an Approved Retention Schedule](#) (SF 44905).
  - c) **After destruction**, submit a copy of the completed form to the Secretary of your county Commission of Public Records.
  - d) **If your office would prefer to donate the records to an interested historical entity instead of destroying them**, a SF 57236 must be submitted to IARA and to the county Commission of Public Records, and approval must be received from both parties.
- 4) **Record Series designated as PERMANENT or PERMANENT and CRITICAL** must be preserved permanently, but there are several options for fulfilling this requirement:
  - a) **PERMANENT vs CRITICAL Records**
    - i) **PERMANENT records** are those with long-term or permanent historical value, and must always have at least ONE Copy of Record in existence, in one or more of the locations listed below in item 4c.
    - ii) **CRITICAL records** are those without which the State of Indiana could not properly provide services or document identity and ownership of property. CRITICAL records must always have at least TWO Copies of Record, preferably in two different locations.
  - b) **FORMATS for PERMANENT and CRITICAL RECORDS**
    - i) **The Copy or Copies of Record may remain in the format of creation**, whether that is hard-copy or electronic.
    - ii) **Any records, whether hard copy or electronic, may be microfilmed** according to 60 IAC 2. Once the microfilm has been verified for completeness and legibility, it can be used as a **Copy of Record** (see Item 2 above), with all records retention schedule instructions applying to it, while the original version becomes a **Duplicate** (see Item 2 above).
    - iii) **Any records, whether hard copy or microfilm, may be digitized** according to OCPR Policies 20-01 and 20-02 and IARA's Electronic Records Guidelines. Once the electronic records have been verified for completeness and legibility, they can be used as a **Copy of Record** (see Item 2 above), with all records retention schedule instructions applying to them, while the original version becomes a **Duplicate** (see Item 2 above).
    - iv) IARA's recommended best practice is that one Copy of Record should be physical: either microfilm or paper.

c) **LOCATIONS for PERMANENT and CRITICAL RECORDS**

- i) A Copy of Record may be **maintained permanently in the office of origin.**
- ii) A Copy of Record may be **maintained by a trusted commercial or government records storage provider.**
  - (1) **Records uploaded to a state or federal database cannot be an office's Copy of Record**, unless: the State or Federal entity has volunteered their system as an official repository for such records, the system fulfills the standards of OCPD Policies 20-01 and 20-02 and IARA's Electronic Records Guidelines, AND the county/local office has permanent access to the records if needed.
  - (2) Information typed directly into a state or federal database with no original document on the county/local office's side does not constitute a record for the office.
- iii) **A request to transfer a Copy of Record to the Indiana State Archives** (SF 48883), whether hard copy, microfilmed, or electronic, may be **submitted to IARA** if storage space or ability does not allow for safely maintaining a Copy of Record elsewhere.
  - (1) However, such requests will be approved **only at the discretion of the Indiana Archives**. Title to any record transferred to the Archives transfers along with the record, per Indiana Code 5-15-5.1-11.
  - (2) If, after reviewing the SF 48883, the Indiana Archives cannot or does not wish to collect the records, Indiana Archives staff will advise the office of origin on whether the entire record must be maintained permanently by the office, or if the records may be weeded according to criteria which the Indiana Archives will provide.

5) **Records whose subject matter is not covered by ANY Record Series** on an approved retention schedule may be:

- a) **DESTROYED ONLY** after a [Request for Permission to Destroy Certain Public Records \(PR-1A\)](#) (SF 30505) has been submitted to IARA and to the county Commission of Public Records, and approval has been received from both parties.
  - b) **TRANSFERRED** to the Indiana Archives OR to a local historical entity ONLY after a [Request for Permission to Transfer Certain Public Records \(PR-1B\)](#) (SF 57236) has been submitted to IARA and to the county Commission of Public Records, and approval has been received from both parties.
  - c) **MICROFILMED and/or DIGITIZED: any record maybe microfilmed** according to the standards outlined in 60 IAC 2/Indiana Rules of Court Administrative Rule 6 **or digitized** according to OCPD Policies 20-01 and 20-02, and IARA's Electronic Records Guidelines. Once either format has been verified for completeness and legibility, it can be used as a **Copy of Record (see Item 2 above)**, with all records retention schedule instructions applying to it, while the original version becomes a **Duplicate (see Item 2 above)**.
- 6) **ELECTRONIC RECORDS ASSISTANCE: For any records whose original version is electronic**, or for offices wishing to duplicate records electronically, please **contact IARA's Electronic Records Program** (erecords@iara.in.gov) for additional advice and instructions on preservation.
- 7) **Litigation Holds:** No record may be destroyed or transferred to another entity if any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record is initiated or anticipated, even if the record would otherwise be eligible for destruction or transfer. Destruction or transfer may only proceed after the completion of the action and the resolution of all issues that arise from it.
- 8) **ADDITIONAL GUIDELINES**
- a) Any record or file whose contents **fall under more than one Record Series** must be maintained for the **longest applicable retention period**.
  - b) With the exception of RS GEN 10-16 and RS GEN 10-24, **specific forms or reports listed in the description of any Record Series are provided as examples**, not an exclusive or exhaustive list. If a Record Series describes the subject matter of your record, then the Record Series likely covers your record.
  - c) 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 PR-1B (SF 57236).
  - d) **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.



# TRANSMITTAL OF PROPOSED / APPROVED RECORDS RETENTION AND DISPOSITION SCHEDULE

State Form 39443 (R8 / 9-21)

Agency County/Local Records	Issued by: The Indiana Archives and Records Administration
Division (If left blank, retention schedule applies to entire agency.) County Clerks	Records Management Division 402 West Washington Street, Room W472
Date sent (mm/dd/yyyy) 10/23/2023	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 AGENCY APPROVAL

Agency Head e-signature

## SECTION IV APPROVED RECORDS RETENTION AND DISPOSITION SCHEDULES

The Oversight Committee on Public Records, at its meeting held on 10/25/2023, 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  
*S. Charles Frightly*



Non-Judicial County Clerk Retention Schedule (CL)

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

Approved by the Oversight Committee on Public Records on: 10/25/2023

ITEM #	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
<b>GENERAL OPERATIONS</b>			
1	CL 10-6	<b>OATHS/CERTIFICATES OF PUBLIC OFFICIALS</b> Copy received or created by the office of the County Clerk. Public officials may include, but are not limited to: Auditor, Clerk, Recorder, Treasurer, Sheriff, Surveyor, Assessor, Constables, Small Claims Court, Deputy Clerks of Circuit Court, Local Alcoholic Beverage Commission Appointed Members, Library Board Members.	PERMANENT. See Retention Schedule Instructions for format and transfer options.
2	CL 10-17	<b>BAIL AGENT LICENSE/POWER OF ATTORNEY</b> Retention based on IC 27-10-3.	DESTROY three (3) years after expiration of license.
3	CL 10-18	<b>CASH BOND RECORD</b>	DESTROY six (6) years after bond becomes distributable and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
4	CL 10-20	<b>YEARLY REGISTRY OF ALCOHOLIC BEVERAGE PERMITS</b> Retention based on IC 7.1-2-3-9.1.	DESTROY after the new registry is available for public inspection.
5	CL 11-01	<b>PASSPORT APPLICATION TRANSMITTAL</b>	DESTROY two (2) years after creation. Destruction must meet standards determined by U.S. Department of State.
6	CL 13-01	<b>MARRIAGE RECORDS</b> Includes Application for Marriage License, Record of Marriage, Marriage Index, Marriage Licenses and other related records. Disclosure of these records is subject to IC 5-14-3-4(a)(12) and IC 5-15-6-7(c)(6). THIS IS A CRITICAL RECORD.	PERMANENT and CRITICAL. See Retention Schedule Instructions for format and transfer options.
<b>CHILD SUPPORT</b>			
7	CL 10-21	<b>CHILD SUPPORT DOCKETS</b> Form 45 – Support Docket Form 45L – Support Docket-Loose Leaf	PERMANENT. See Retention Schedule Instructions for format and transfer options.
<b>ISETS Records (Indiana Support Enhanced Tracking System)</b>			
8	CL 10-22	<b>ISETS REPORTS AND EQUIVALENT COUNTY FORMS</b> Records include, but are not limited to: Name and Address notification reports, Agency Disbursement Reports, Daily Balance Reports, Receipt Balance Reports, Disbursement Reports, Check Form, Check Registers, Voided and Reissued Reports (Daily and Monthly), Undistributed Receipt Reports, Reconciliation Reports, Cleared Checks, Accounts Receivable Recoupments, Clerk's Support Bank Reconciliation, Outstanding Check Reports, Tape Reconciliation of Checks, Trial Balance Report, other WEAAD reports, and other supporting documents as determined by the Indiana Department of Child Services.	DESTROY after three (3) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.



Non-Judicial County Clerk Retention Schedule (CL)

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

ITEM #	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
<b>TRUST REGISTERS AND DISBURSEMENT RECORDS</b>			
09	CL 10-28	REGISTERS OF FEES AND FUNDS HELD IN TRUST  Entries, issue docket, cash and fee books of funds held in trust.  Per Administrative Rule 7, 85-1.1, records dated prior to 1913 may be destroyed, and post-1913 records are PERMANENT.	DESTROY records dated prior to 1913 when located/discovered.  MAINTAIN post-1913 records PERMANENTLY. See Retention Schedule Instructions for format and transfer options.
<b>ELECTION RECORDS</b>			
10	CL 10-30	BALLOT ADMINISTRATION RECORDS  Records may include but are not limited to: absentee ballot applications, ballot envelopes, tally sheets, provisional ballot forms and affidavits, provisional ballot envelopes, forms used during the election, tally tapes and Voter Verifiable Paper Audit Trail Records.  Retention based on IC 3-10-1-31.1 and IC 3-12-4-13.	DESTROY twenty-two (22) months after the election for which the records were produced.
11	CL 23-01	VOTED BALLOTS  Ballots (absentee, election day, and provisional) that have been returned by a voter.  Disclosure of these records may be affected by IC 3-10-1-31.1.	DESTROY twenty-two (22) months after the election for which the records were produced OR TRANSFER to a state educational institution
12	CL 10-31	UNUSED BALLOTS  Retention based on IC 3-6-5-13 ( c )	Retain one copy of the regular ballot for each township and one provisional ballot for each precinct for inclusion in the County Election Board minutes.  DESTROY remaining ballots after filing deadline for recount petition.
13	CL 23-02	ELECTION ADMINISTRATION RECORDS  Records may include but are not limited to: candidate documents, computer programs used to tabulate votes, poll lists, precinct oath books, documentation of delivery and return of voting equipment, and any additional chain of custody records for voting systems and electronic poll books. Records may exist in paper or electronic format.	DESTROY twenty-two (22) months after the election for which the records were produced.
14	CL 23-03	ELECTION RESULTS  Records may include but are not limited to both individual precinct results and the canvass of all votes cast in the county (summary results).	TRANSFER one copy of all election results to County Election Board Minutes under Record Series GEN 10-01 on the County/Local General Retention Schedule.
15	CL 10-32	VOTER DECLINATION RECORDS  Records of persons who have formally declined to register to vote.  Disclosure of this record may be affected by, and retention is based on IC 3-7-27-6 (b) and 52 USCS § 20507.	DESTROY two (2) years after the date of the next general election.



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

ITEM #	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
16	CL 23-04	<p>VOTER REGISTRATION RECORDS - APPLICATIONS AND FORMS AMENDING REGISTRATION RECORD</p> <p>A voter's paper registration record associated with the address at which the voter is registered to vote. Retention based on IC 3-10-1-31.1(f).</p>	<p>DESTROY after all three of the following conditions have been met:</p> <ol style="list-style-type: none"><li>1) The voter's registration at the residence address in the voter's registration application has been cancelled; and</li><li>2) The general election immediately following the cancellation of the voter's registration under subdivision (1) has occurred; and</li><li>3) Twenty-four (24) months have elapsed following the general election described in #2.</li></ol>
17	CL 23-05	<p>VOTER LIST MAINTENANCE RECORDS</p> <p>Records used to keep the voter registration roll accurate and current, with the exception of voter registration and voter declination records, which are covered under RS CL 23-04 and CL 10-32, respectively.</p>	<p>DESTROY two (2) years after the date of the next general election.</p>
18	CL 10-33	<p>CAMPAIGN FINANCE RECORDS – GENERAL</p> <p>Retention based on IC 3-9-4-6(a).</p>	<p>DESTROY four (4) years from December 1 following the election to which they pertain.</p>
19	CL 10-34	<p>CAMPAIGN FINANCE RECORDS – JUDICIAL</p> <p>Retention based on IC 3-9-4-6(b).</p>	<p>DESTROY six (6) years from December 1 following the election to which they pertain.</p>



Non-Judicial County Clerk Retention Schedule (CL)

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

Record Series Update Overview

THIS PAGE IS NOT A RECORDS RETENTION SCHEDULE – it is only an overview of the updates that were made to the County Clerks Retention Schedule in October 2023.

No background: This Record Series contains updates.

Light Gray background: This Record Series is being deactivated.

Dark Gray background: This is a brand new item.

IF YOU USED TO USE RECORD SERIES...	NOW YOU SHOULD USE RECORD SERIES...
CL 10-1	Nothing; this function no longer exists. If you find records that apply, hold until 5 years old, verify that the office has been audited since the record was created, then destroy using this RS number.
CL 10-10	Nothing; these are nonrecord materials that can be destroyed at any time.
CL 10-11	Courts Retention Schedule
CL 10-12	Courts Retention Schedule
CL 10-13	Courts Retention Schedule
CL 10-14	Nothing; these are nonrecord materials that can be destroyed at any time.
CL 10-15	Courts Retention Schedule
CL 10-16	Nothing; these are nonrecord materials that can be destroyed at any time.
CL 10-17	CL 10-17 (But language has been updated.)
CL 10-18	CL 10-18 (But language has been updated.)
CL 10-19	Nothing; these are nonrecord materials that can be destroyed at any time.
CL 10-2	Nothing; this function no longer exists. If you find records that apply, hold until 1 year old, then destroy using this RS number.
CL 10-21	CL 10-21 (But language has been updated.)
CL 10-22	CL 10-22 (But language has been updated.)
CL 10-23	CL 10-22
CL 10-24	CL 10-22
CL 10-25	CL 10-22
CL 10-26	CL 10-28
CL 10-27	CL 10-28
CL 10-28	CL 10-28 (But language has been updated.)
CL 10-29	GEN 10-10
CL 10-3	Nothing; this function no longer exists. If you find records that apply, transfer to the State Archives using this RS number.
CL 10-30	CL 10-30 (But language has been updated.)
CL 10-31	CL 10-31 (But language has been updated.)
CL 10-32	CL 10-32 (But language has been updated.)
CL 10-33	CL 10-33 (But language has been updated.)
CL 10-34	CL 10-34 (But language has been updated.)
CL 10-6	CL 10-6 (But language has been updated.)
CL 10-7	Nothing; these are nonrecord materials that can be destroyed at any time.
CL 10-8	Nothing; these are nonrecord materials that can be destroyed at any time.
CL 10-9	Nothing; these are nonrecord materials that can be destroyed at any time.
CL 13-01	CL 13-01 (But language has been updated.)



Non-Judicial County Clerk Retention Schedule (CL)

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

NEW RECORD SERIES	CREATED FOR...
CL 23-01	Voted Ballots
CL 23-02	Election Administration Records
CL 23-03	Election Results
CL 23-04	Voter Registration Records - Applications and Forms Amending Registration Record
CL 23-05	Voter List Maintenance Records

**SUMMARY**

**Amended:** CL 10-6, CL 10-17, CL 10-18, CL 10-21, CL 10-22, CL 10-28, CL 10-30, CL 10-31, CL 10-32, CL 10-33, CL 10-34, CL 13-01

**Deactivated:** CL 10-1, CL 10-2, CL 10-3, CL 10-7, CL 10-8, CL 10-9, CL 10-10, CL 10-11, CL 10-12, CL 10-13, CL 10-14, CL 10-15, CL 10-16, CL 10-19, CL 10-23, CL 10-24, CL 10-25, CL 10-26, CL 10-27, CL 10-29

**Brand New:** CL 23-01, CL 23-02, CL 23-03, CL 23-04, CL 23-05

**Please note changes to the cover, aka "Retention Schedule Instructions," as well.** The phrase "See Retention Schedule Instructions for format and transfer options" in the retention schedule refers to the instructions on the cover page.

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