



STATE OF INDIANA

ERIC J. HOLCOMB, Governor

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INDIANA ARCHIVES AND RECORDS ADMINISTRATION

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To Whom It May Concern:

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

We would like to remind you that in accordance with Indiana Code 5-15-6-1, members of each CCPR have the duty and legal responsibility to attend at least one (1) meeting of the Commission per calendar year. CCPR members include the judge of the circuit court, the clerk of the court, the president of the board of county commissioners, the county auditor, the county recorder, the superintendent of schools of the school district in which the county seat is located, and the city controller of the county seat city.

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

When you attend a CCPR meeting, the localities and offices you serve can dispose or transfer their 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 offices 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 (4) members, to hold a 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 and information management for all our jobs easier, now and in the long term. Managing public records properly 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 offices by attending scheduled CCPR meetings.

Sincerely,

Chandler Lighty
Executive Director, Indiana Archives and Records Administration