

LOCAL PUBLIC RECORDS COMMISSION & DESTRUCTION OF RECORDS

**Indiana Archives & Records Administration:
instructions for holding a meeting,
current retention schedules and fillable forms**

<http://www.in.gov/iara>

Retention Schedule

Column 1: Note
Record Series Number

Column 2: Description of the
Documents

Column 3: Retention Period

Remember “Plus 1 Rule”:
Retention period + 1
(ex. Gen 10-5 = 5 yrs)
2010 records cannot be
Destroyed until 2016.

General Retention Example

RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
ADMINISTRATIVE		
GEN 10-1	MINUTES Official minutes of any county/local agency, board, commission, or of any division. THIS IS A CRITICAL RECORD. [IC 5-15-6-2.5]; [IC 5-15-5.1-12]	PERMANENT. Microfilm according to 60 IAC 2 standards. Original may be retained in office or transferred to the Indiana State Archives pursuant to IC 5-15-6-6 at such time as record no longer has official value but has historical value.
GEN 10-2	COUNTY/LOCAL AGENCY, BOARD OR COMMISSION MEETING RECORDINGS For offices, boards or commissions that record their meetings and use the recordings to complete the minutes of the meetings.	ERASE or DESTROY after official minutes derived from them are approved.
GEN 10-3	POLICY FILES – OFFICE HOLDERS, DEPUTIES, AND DIVISION DIRECTORS. These office files document substantive actions of the county or local government unit and constitute the official record of the unit'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 policy and procedures, organization, program development and reviews. THIS IS A CRITICAL RECORD. Disclosure of these records may be affected by the discretion of a public agency, IC 5-14-3-4(b) (6). [IC 5-15-6-2.5]; [IC 5-15-5.1-12]	PERMANENT. Microfilm according to 60 IAC 2 standards. Original may be retained in office or transferred to the Indiana State Archives pursuant to IC 5-15-6-6 at such time as record no longer has official value but has historical value.
GEN 10-4	GENERAL FILES Office records that are not related to policy implementation. This series includes correspondence, memos, and routine staff files.	DESTROY after three (3) calendar years.
GEN 10-5	LEGAL FILES (Also called Litigation Files.) 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), and (8), and also by the discretion of a public agency, IC 5-14-3-4(b) (6). Retention consistent with IC 34-11-2-6, IC 35-41-4-2(a), and IC 34-11-2-4.	RETAIN in office five (5) calendar years after exhaustion of litigation. Evaluate and transfer to the Indiana State Archives, pursuant to IC 5-15-6-6, only those files that have been determined to have historical significance.
GEN 10-6	ORDINANCES AND RESOLUTIONS Includes records created by a county/local agency related to the legislature's review of proposed laws or adoption of administrative rule(s). THIS IS A CRITICAL RECORD. Disclosure of these records may be affected by the discretion of a public agency, IC 5-14-3-4(b)(6).	PERMANENT. Microfilm according to 60 IAC 2 standards. Original may be retained in office or transferred to the Indiana State Archives pursuant to IC 5-15-6-6 at such time as record no longer has official value but has historical value.
GEN 10-8	DISASTER RECOVERY AND CONTINUITY PLANS The 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 the discretion of a public agency, IC 5-14-3-4(b)(19).	TRANSFER one copy of each plan to the Indiana State Archives for permanent archival retention, upon its approval by the county/local agency. DESTROY remaining copies when outdated or replaced. DESTROY supporting documentation three (3) years after current plan is outdated or replaced.
GEN 10-9	NOTICES & CERTIFICATES Excludes SD 10-8, Form 100R – Certified Report of Names, Addresses, Duties and Compensation of Employees [PERMANENT]	DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.

Completed PR-1 Form



** Example **
REQUEST FOR PERMISSION TO DESTROY OR TRANSFER CERTAIN PUBLIC RECORDS (PR-1)
 State Form 30505 (R3 / 10-03)

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- INSTRUCTIONS:
1. Prepare in quintuplicate (five copies).
 2. The original and three copies shall be filed with the County Commission of Public Records and a copy retained by the originating agency.
 3. Upon approval by the County Commission, the Secretary shall forward one copy to the Indiana Commission on Public Records, 402 W Washington St., Rm W472, Indianapolis, IN 46204; one copy to the county historical society (if any); and retain the original and one copy for 60 days, during which time the records may be procured by an active historical society of the county or by the Indiana Commission on Public Records, State Archives Division.
 4. Upon the expiration of 60 days the copy retained shall be forwarded to the agency, as authority to dispose of the records in accordance with the action thereon by the County Commission.
 5. The original shall be preserved as a part of the minutes of the County Commission.

TO BE FILLED OUT BY ORIGINATING AGENCY OR OFFICE

Government agency: CITY OF FORT WAYNE - NEIGHBORHOOD CODE ENFORCEMENT Date (month, day, year): 05/17/16

Address of government agency:
200 E. BERRY STRET
SUITE 320
FORT WAYNE, IN 46802

- Check proper box below:
- Request to destroy
 - Request to destroy previously microfilmed originals
 - Request to microfilm and destroy
 - Request to transfer to:

RECORDS MEASUREMENT TABLE

- 1 Archives box (10" X 12" X 15" inside) = 1 cu. ft. of records
- 1 Letter size file drawer = 1 1/2 cu. ft. of records
- 1 Legal size file drawer = 2 cu. ft. of records
- 1 Number 11 record transfer box (12" X 24" X 10/16") = 2 cu. ft. of records

TO: Secretary, Commission of Public Records, of
ALLEN County, Indiana

NAME OR DESCRIPTION OF RECORD	VOLUME OF RECORDS (see records measurement table)	DATE OF RECORDS
CODE ENFORCEMENT HOUSING CASE FILES	20 ARCHIVE BOXES	2013*
WEED PROGRAM FILES	9 ARCHIVE BOXES	2013*
DEMOLITION FILES	2 ARCHIVE BOXES	2013*
ABDANONED VEHICLE FILES	5 ARCHIVE BOXES	2013*
VEHICLE AUCTION PAPERWORK/DISPOSAL RECORDS		
OLD AV DAILY SCHEDULE/PAPERWORK		
*PERMISSION TO DESTROY THESE RECORDS AFTER		
12-31-16		

All of the above records are more than three years old as of January 1, of the present year. All records requiring audit have been audited by the State Board of Accounts for the period indicated; the report of the audit is on file and does not show any exceptions taken or unsettled charges.

Approved by: Cindy Jasper Deputy Director, NCE
 Requested by: Sharon Parks Signature / Title: Sharon Parks; Self Documentant

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ACTION BY COMMISSION OF PUBLIC RECORDS
 (To be filled out by the County Commission of Public Records)

TO: (name of government agency)

NCE

You are hereby notified that your request to destroy or otherwise dispose of the public records listed thereon was approved by the County Commission of Public Records at a meeting held this date, subject to the following limitations or exceptions.

too early to destroy; please resubmit in Jan 2017

In the event that neither an historical society in or of the county, nor the Indiana Commission on Public Records, State Archives Division, procures all or part of these public records within the 60 day period required by IC 5-15-6-7, these public records may be destroyed or otherwise disposed of by authority of the County Commission of Public Records.

Signature of Chairman of County Commission of Public Records: Jerak Klut Date signed (month, day, year): 6/16/16
 ATTEST: Signature of Secretary: Amitha Mathur Date after which public records may be destroyed (60 days after above date): 01/01/2017

NOTIFICATION BY HISTORICAL SOCIETY OR INDIANA COMMISSION ON PUBLIC RECORDS, STATE ARCHIVES DIVISION TO PROCURE RECORDS

You are further notified that:

- 1. No written statement has been received from any historical society or the Indiana Commission on Public Records, State Archives Division, to procure any of such records.
- 2. A written statement has been received from _____ of its intent to procure the following records.

see attached

Signature of Secretary: Amitha Mathur Date signed (month, day, year): 11-16-16

Example of IARA Letter for PR-1

** Example **



STATE OF INDIANA

MICHAEL R. PENCE, Governor

James R. Corridan, Director and State Archivist

INDIANA ARCHIVES AND RECORDS ADMINISTRATION

402 West Washington Street, Room W472

Indianapolis, Indiana 46204-2739

Telephone: (317) 232-3380

iara.IN.gov

Anita Mather

Recorder, Allen County
1 E. Main St., Room 100
Fort Wayne, IN 46802

Dear Anita:

We are in receipt of your Minutes of the **Allen County** Commission of Public Records meeting of June 14, 2016 which we received on June 20, 2016. Also enclosed were seven (7) *Requests for Permission to Destroy or Transfer Certain Public Records (PR-1s)* from the following local/county offices:

1. **East Allen County Schools** (4-13-16);
2. **Fort Wayne Community Schools** (4-19-016);
3. **Fort Wayne Police Department** (5-26-16);
4. **City of Fort Wayne-Neighborhood Code Enforcement** (5-17-16);
5. **Three Rivers Ambulance Authority** (4-22-16);
6. **Allen County Voter Registration** (Four (4) PR-1's and no date on forms); and
7. **Fort Wayne-Allen County Department of Health** (6-14-16).

The Indiana Commission on Public Records grants permission for destruction of all records submitted on the PR-1's with the following exceptions:

1. **East Allen County Schools** – This PR-1 is requesting to destroy Form 369, which is a Capital Assets Ledger. In the School Retention Schedule under EDS-16-010, Book and Equipment Inventory, this is listed as a Permanent record. I checked with the State Board of Accounts and they said that they would have to have a listing of all inventory. If the record listed on this PR-1 is just a report of this information, it would be o.k. for destruction as long as they have a permanent list of inventory. If they have any questions or concerns about this, please have them call State Board of Accounts, 317-232-2512, and ask for Ryan Preston or Tyler Michael.
2. **Fort Wayne Community Schools** – Line 2 on this PR-1 lists School Lottery Applications. We would like to know what these records are.
4. **City of Fort Wayne-Neighborhood Code Enforcement** – This PR-1 requests that the records listed on it be destroyed after 12-31-16, which is approved.
6. **Allen County Voter Registration** - This PR-1 requests that these records be destroyed after November 8, 2016, which is approved.

Once again, thank you for your continued fine cooperation with us in the management of public records.

Sincerely,

Beverly A. Stiers

Beverly A. Stiers
County/Local Records Analyst

Questions?

Contact information for IARA

Amy Christiansen Janicki

Records Management Liaison

Email:achristiansenjanicki@iara.in.gov

Phone:(812) 929-3882