

Secretary - Local Public Records Commission

Indiana Archives & Records Administration (IARA):
Secretary Selection, Duties

There are two positions, *chairperson (chairman)* and **secretary**, that should be designated according to the Indiana Administrative Code:

IC 5-15-6-1 (c) The commission shall elect one (1) of its members to be *chairman*.

The clerk of the circuit court **or the county recorder must** be *secretary* of the commission. The person who serves as *secretary* shall be determined as follows:

1. By mutual agreement of the clerk of the circuit court and the county recorder.
2. If a mutual agreement cannot be reached under subdivision (1), can be by an affirmative vote of a majority of members of the county commission.

The commission shall provide to the administration (IARA) the names and contact information for the *chairman* and *secretary* not later than (30) days after the date of the determination.

The members of the county commission shall serve without compensation and shall receive no disbursement for any expense.



DUTIES OF THE SECRETARY
FOR THE COUNTY COMMISSION
OF PUBLIC RECORDS

- (1) Keep up with updated requirements and information set forth by the IARA.
- (2) Inform Custodians of Records for each of your local offices how they can keep up with the most current information.
- (3) Receiving and processing records disposition notices and requests from the governmental offices in your county:

Notice of Destruction (SF 44905)

- You should receive this notice after the destruction is already completed.
- Make sure that the date of destruction and signature is present.
- Keep copy to add to the agenda in the Official Minutes for the next meeting of your County Commission of Public Records. They can be read verbally but is not required, as long as copy of the forms are attached to the minutes.
- File your copy and maintain them permanently under Record Series GEN 20-1.

(4) Receiving and Handling Requests for Permission to Destroy or Transfer Certain Public Records PR-1 SF 30505

- Collect the PR-1 forms as they arrive. Add them to the agenda for the next meeting. The Commission will review and vote to approve (or not approve) the requests.
- A copy of each PR-1 should be added to the Official Minutes.

If the request was not approved:

- Send an unsigned copy of the form back to the office of origin with a letter of explanation. File a copy of both in your office permanently.

(4) (Continued)

If approved:

- Sign and date the appropriate fields and add contact information.
- Have the Chairman of the Commission sign and date.
- Send one copy to IARA and send one copy to any active local historical entity in your county.
- Note: *New PR-1 forms have a response section for your historical society and Indiana Archives to respond whether they wish to procure or not.*
- Wait 60 days for response.
- After 60 days have passed, fill out the section on your copy titled FINAL NOTIFICATION FOR ORIGINATING AGENCY check the appropriate box with the final decision. Send to originating entity.
- File copy of form and all correspondence permanently in your office.



REQUEST FOR EXCEPTION TO COUNTY / LOCAL RETENTION SCHEDULE OR PERMISSION TO DISPOSE OF NON-SCHEDULED COUNTY / LOCAL PUBLIC RECORDS (PR-1)
State Form 30505 (R8 / 6-20)

**INDIANA ARCHIVES AND RECORDS ADMINISTRATION
COUNTY / LOCAL RECORDS MANAGEMENT**
402 West Washington Street, Room W472
Indianapolis, Indiana 46204
Telephone: 317 232-3380
E-mail: clj@sara.in.gov

Please contact IARA at the above address if you have any questions while filling out this form.

INSTRUCTIONS – Originating Agency:

- This form is for permission to destroy or transfer the ONLY copy of public records. No permission is required to microfilm paper records or to destroy originals after microfilming. As long as one (1) copy of the information is maintained in paper or microfilm format, all other copies may be destroyed at any time.
- Fill out all information on the first page of this form. Contact the Indiana Archives or local historical entity to confirm interest prior to initiating a request to transfer.
- File one (1) copy with your County Commission of Public Records, and retain one (1) copy for your own records.
- Upon receipt of an approved copy from your County Commission of Public Records, follow the instructions dictated on the second page of this form and retain a copy for your records. (Your original copy of the request may be destroyed on receipt of the approved version.)

INSTRUCTIONS – County Commission of Public Records:

- Upon approval of this request by the County Commission, the Secretary must preserve one (1) copy as part of the minutes of the County Commission, send one (1) copy to the county historical society or equivalent local historical entity if such exists, send one (1) copy to IARA at the above address, and retain one (1) copy for Step 2.
- Fill out the section labeled "FINAL NOTIFICATION FOR ORIGINATING AGENCY" and send to the contact person at the originating agency, once:
 - The local historical entity or IARA has requested that records be transferred to them; OR
 - Sixty (60) days have passed with no contact from the historical entity / IARA, and records may be disposed of subject to any limitations listed on page 2.

| TO BE COMPLETED BY THE ORIGINATING AGENCY OR OFFICE. | | |
|---|--|---|
| Name of government agency | | Date (month, day, year) |
| Address of government agency (number and street, city, state, and ZIP code) | | |
| Name of contact person | Telephone number | E-mail address |
| Type of request (Check only one; complete a separate form for each type of request.) | | |
| <input type="checkbox"/> Exception: Transfer scheduled records to the Indiana Archives in lieu of destruction | <input type="checkbox"/> Destroy unscheduled records | |
| <input type="checkbox"/> Exception: Transfer scheduled records to local historical entity in lieu of destruction | <input type="checkbox"/> Transfer unscheduled records to the Indiana Archives | |
| | <input type="checkbox"/> Transfer unscheduled records to local historical entity | |
| TO: Secretary, Commission of Public Records, of _____ County, Indiana | | |
| NAME OR DESCRIPTION OF RECORDS (Include record series number if requesting and exception for scheduled records.) | VOLUME OF RECORDS (number of boxes, folders, film rolls, data, etc.) | DATE RANGE OF RECORDS (month/year to month/year) |
| | | to |
| Name of local historical entity, if transfer is being requested to such | | |
| Requested by (originating agency representative): | Title | Date (month, day, year) |

| ACTION BY THE COUNTY COMMISSION OF PUBLIC RECORDS (To be completed by the Secretary of the County Commission.) | |
|--|--------------------------------|
| This 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: | |
| (List requests or limitations on the disposal or transfer desired by the County Commission on Public Records.) | |
| | |
| | |
| | |
| | |
| Signature of Chairman of County Commission of Public Records | Date signed (month, day, year) |
| ATTEST - Signature of Secretary | Date signed (month, day, year) |

| CONTACT INFORMATION FOR THE SECRETARY OF THE COUNTY COMMISSION OF PUBLIC RECORDS | | |
|--|------------------|----------------|
| Name of Secretary | Telephone number | E-mail address |
| Office address of Secretary (number and street, city, state, and ZIP code) | | |

| LOCAL HISTORICAL ENTITY – Complete and return to the Secretary of the County Commission within sixty (60) days. | | |
|--|------------------|----------------|
| Name of staff contact | Telephone number | E-mail address |
| Office address of staff contact (number and street, city, state, and ZIP code) | | |
| <input type="checkbox"/> Our entity does not wish to procure any of the records described on this form. (Optional; returning form is obligatory only if you wish to procure records.) <input type="checkbox"/> Our entity wishes to procure the records listed below. (Write "All" if you would like to procure all records.) | | |
| | | |
| | | |

| INDIANA ARCHIVES – Complete and return to the Secretary of the County Commission within sixty (60) days. | | |
|--|------------------|----------------|
| Name of Indiana Archives contact | Telephone number | E-mail address |
| Office address of Indiana Archives contact (number and street, city, state, and ZIP code) | | |
| <input type="checkbox"/> Our entity does not wish to procure any of the records described on this form. (Optional; returning form is obligatory only if you wish to procure records.) <input type="checkbox"/> Our entity wishes to procure the records listed below. (Write "All" if you would like to procure all records.) | | |
| | | |
| | | |

| FINAL NOTIFICATION FOR ORIGINATING AGENCY – Check only one (1) box below. To be sent only after sixty (60) days have passed since approval. | |
|--|--------------------------------|
| <input type="checkbox"/> No written statement has been received from any genealogical or historical entity or the Indiana Archives and Records Administration to procure any of the records listed. These public records may be destroyed or otherwise disposed of by authority of the County Commission of Public Records, subject to any limitations listed at the top of this page. | |
| <input type="checkbox"/> A written statement as shown above has been received from a genealogical or historical entity or the Indiana Archives and Records Administration, indicating intent to procure the records. Please arrange for transfer of the requested records. For the Indiana Archives, use State Form 48886. For a local historical entity, use that entity's preferred transfer form. All records that were NOT requested may be destroyed or otherwise disposed of by authority of the County Commission of Public Records, subject to any limitations listed at the top of this page. | |
| Signature of Chairman of County Commission of Public Records | Date signed (month, day, year) |

(5) Conducting a Meeting

COUNTY COMMISSIONS OF PUBLIC RECORDS

Must meet at minimum once a year, and ideally once a month

- ▶ IC 5-15-5.1-14 'A public official or agency may not mutilate, destroy, sell, loan or otherwise dispose of any governmental record, except under a record retention schedule or with written consent of the Indiana Commission on Public Records.'

Before the Meeting- PREPARATION

Prior to a planned meeting of a County Commission of Public Records, the Secretary (or other designated member of the County Commission) should:

A. Assemble a list of county commission members (as set forth in Indiana Code 5-15-6-1) that will consist of:

1. the judge of the circuit court; (Usually Chairperson)
2. the clerk of the court;
3. the president of the board of county commissioners;
4. the county auditor;
5. the county recorder;
6. the superintendent of schools of the school district in which the county seat is located;
7. the city controller of the county seat city (if there is no city controller, the clerk-treasurer of the county seat city or town)

And send notices to the Commission notifying them of the upcoming meeting.

**SAMPLE – NOTICE TO YOUR
LOCAL**

**PUBLIC RECORDS
COMMISSION**

October 15, 2020

Joyce Oles

**Dearborn County Recorder
Secretary, County Commission of
Public Records**

165 Mary St.

Lawrenceburg, IN 47025

(812) 537-8837

joles@dearborncounty.in.gov

NOTICE

TO: County Commission of Public Records of Dearborn County

RE: Calendar Year 2020 Commission Meeting

As set forth by Indiana Code 5-15-6-1, you are a part of the County Commission of Public Records and the Commission must meet at least once a year. It is the duty of the Commission to review and approve notices subject to compliance with an approved retention schedule.

You are hereby notified that the Dearborn County Commission of Public Records will meet on the 3rd of December at 10:00 a.m. in the Henry Dearborn Room.

Please confirm if you are able to attend at the appointed time. If there is a conflict, please designate someone to take your place and advise the name of the designee confirming they will be able to attend.

Thank you,

Joyce Oles

County Recorder

Secretary, County Commission of Public Records

**DIST: Honorable James Humphrey, Circuit Court Judge
Jim Thatcher, President, D.C. Commissioners, Chairman
Gayle Pennington, Clerk of Courts
Connie Fromhold, Auditor
Karl Galey, Superintendent, Lawrenceburg Community School Corporation
Mark Fette, Lawrenceburg City Clerk – Treasurer**

CF: Dearborn County Historical Society

Before the Meeting- PREPARATION (Continued)

B. Assemble a list of the local government units in the county that will consist of:

1. county offices;
2. cities and towns offices;
3. township offices;
4. public libraries;
5. public schools and;
6. multi-county (regional) units and/or special districts.
(Example: Regional Sewer District)

Sample – Notice to your
Local Governmental Units

October 15, 2020

Joyce Oles

Dearborn County Recorder
Secretary, County Commission of Public Records

165 Mary St.
Lawrenceburg, IN 47025
(812) 537-8837
joles@dearborncounty.in.gov

NOTICE

TO: Records Custodian for (See Distribution List Below)
RE: County Commission of Public Records of Dearborn County

The County Commission of Public Records of Dearborn County will meet Thursday, December 3rd, 2020 from 10:00 a.m. to 11:00 a.m. in the Henry Dearborn Room. The commission will review and consider for approval your public records destruction reports and requests. Please submit completed documentation no later than November 18th, 2020.

Please take the following actions:

Prepare Notices of Destruction – Use updated *SF 44905 (R8 / 4-20), listing all records which appear on an approved retention schedule and meet the prescribed retention period as defined by the Oversight Committee on Public Records. If applicable, refer first to the current schedule specific to your own office/ department and then to both the updated Retention County/Local General Schedule (GEN)*. Follow the instructions on the form. Please do not forget to send a copy directly to the IARA – County/Local Records Management and forward a copy to Joyce Oles, County Recorder.

Review your records and make sure you have already forwarded to me your completed SF 44905's since the last commission meeting held October 17, 2019. The completed SF 44905's are forms that have already been submitted to the IARA, the 30-day waiting period has been met and they include your signature and the date of destruction. These will need to be included in the minutes of the 2020 meeting. Please forward to my attention by November 18th.

Prepare *PR -1's Use updated *SF 30505 (R8 / 6-20), listing all records which are not on an approved retention schedule. They will require authorization by the County Commission of Public Records for transfer or destruction. Submit the completed PR-1's to Joyce Oles, Recorder by November 18th.

Note – Each type of request – destruction, transfer to Indiana Archives or transfer to our local Historical Society- needs to be submitted on separate PR-1's.

The Indiana Archives and Records Administration (IARA) has created a County/Local Records Custodian Handbook published June, 2020 for anyone who has the responsibility of managing the public records created or received by your office. It can be obtained on their website and is very informative along with all updated forms, retention schedules and instructions. (See www.in.gov/iara) Please make sure to consistently check their web-site for the most up-to-date information and instructions. If you have any questions, do not hesitate to reach out to me. I will be glad to help in any way that I can.

Thank you,

Joyce Oles
Dearborn County Recorder
Secretary, County Commission of Public Records

- 6 encl. - SF 44905*
- SF 30505*
- GEN (w/ instructions and overview of updates therein)*
- List of office specific schedules
- List of services provided by the IARA
- Distribution List

*Please make sure to use the updated forms and schedules.

Before the Meeting- PREPARATION (Continued)

- Send blank copies of SF 30505 (PR-1) and SF 44905 (Notice of Destruction) to each local government unit with a deadline for response. (By letter or e-mail)
- Request that they:
 - Prepare PR-1 forms
 - Prepare Notices of Destruction.
- After your deadline and receiving the responses, set the agenda.
- Post a copy of the meeting agenda and/or announcement at least 48 hours prior to the meeting (excluding Sat., Sun. and legal holidays)
 - at the principal office of the public agency holding the meeting or delivering to all news media
 - on your website, if you have one
 - at some point - at the entrance to the location of the meeting
- Inform county historical and/ or genealogical societies of meeting plans.

Sample Agenda

AGENDA

DEARBORN COUNTY COMMISSION OF PUBLIC RECORDS

December 3, 2020

10:00 a.m. to 11:00 a.m., Henry Dearborn's Room,
Dearborn County Government Center

165 Mary St., Lawrenceburg, IN 47025

- I. Call to Order
- II. Introductions
- III. **Review Minutes of December 20, 2019 Meeting (Amended)**
- IV. Review New State Forms and Retention Schedules
- V. Dearborn County Electronic Records Policy
- VI. Review PR-1's for Indiana Archives and Records Administration Submission
- VII. Review Notices of Destruction since October 17, 2019
- VIII. Open Discussion
- IX. Schedule Next County Commission of Public Records Meeting.
- X. Adjourn

During the Meeting

1. Take/record minutes
2. Vote/discuss matters as members of the Commission
3. Review each PR-1 and vote to approve or deny.
4. Determine the date of the next meeting.
5. Adjourn

After the Meeting

1. Send the approved and signed PR-1s, copy of the agenda, copy of the official minutes to IARA County/Local Records Management section
2. Send copies of the approved and signed PR-1s to the relevant local historical entities for review.
3. File agenda, minutes, PR-1s, Notices of Destructions in permanent file.
4. Notify appropriate local government unit - final status of PR-1

CONTACT INFORMATION

ADMINISTRATIVE OFFICES

W472 IGCS
402 West Washington Street
Indianapolis IN 46204
Voice: 317-232-3380
Fax: 317-233-1713

Hours: 8 a.m. to 4:30 p.m.



www.IN.gov/iara

COUNTY/LOCAL RECORDS MANAGEMENT

Voice: 317-232-3380
E-Mail: cty@iara.in.gov

ELECTRONIC RECORDS PROGRAM

Voice: 317-232-4530 or 317-232-3658
E-Mail: erecords@iara.in.gov

INDIANA ARCHIVES

6440 E. 30th Street
Indianapolis IN 46241

Voice: 317-591-5222
Fax: 317-591-5324

E-Mail: archives@iara.in.gov

Hours: 8 a.m. to 4:30 p.m.

IMAGING & MICROFILM LABORATORY

NO55 IGCN
100 North Senate Avenue
Indianapolis IN 46204

Voice: 317-232-3381
Fax: 317-233-0908

7 a.m. to 3:30 p.m.

Questions??

- ▶ Amy Christiansen Janicki
- ▶ Records Management Liaison
- ▶ IARA
- ▶ 812-929-3882
- ▶ achristiansenjanicki@iara.in.gov