

Hello,

I hope you all have had a great start to the new year! This time of year reminds me to take the opportunity to clean out and reorganize. It is a good time for me as the Secretary of the Records Commission to send out a reminder for the Records Retention process.

If you are not aware, the Indiana Archives and Records Administration (IARA) have requirements in place for this process. You may find ample information on their site [www.in.gov/iara](http://www.in.gov/iara)

To simplify, when doing your New Year Cleanout, you have three options:

1. Destroy your records (as they pertain to the General and Office Specific Retention Schedules); Form 44905
2. Request to destroy records (if they are not clearly listed on the schedule); Form PR-1A
3. Request permission to transfer records; Form PR-1B

Please see the attached General Retention Schedule and seek out your office Specific Retention schedule here: <https://www.in.gov/iara/divisions/records-management/countylocal-records-management/countylocal-retention-schedules/>

All forms must be sent to myself to be kept on permanent record. If you are submitting a Request, keep in mind that you must wait for the Records Commission to meet and approve the request before you follow through with destruction or transfer.

If what you wish to destroy is clearly listed on either Retention Schedule, you may do so and submit the Notice 44905 to me via email. If you have any questions please reach out to the IARA or my office. Please see the below email from Records Management Liaison, Amy Christiansen, for further clarification.

Last year I received very few notifications. If you are destroying records you MUST notify me as detailed above. If you need assistance, please reach out to us!

Thank you,

*Sarah J. Bender*

**Greene County Recorder**

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**From:** Christiansen, Amy M <[AMChristiansen@iara.in.gov](mailto:AMChristiansen@iara.in.gov)>

**Subject:** Email to distribute

Hello everyone,

My name is Amy Christiansen, Indiana Archives and Records Administration's Records Management Liaison for county/local government archives and I am here to help you manage your records!

As a county/local government office, you are legally responsible for every public record you create, to keep or destroy them according to state and federal laws. IARA helps you with this by creating retention schedules for you to use along with an abundance of publications, procedures, and policies.

**To find out what to do with your public records**, look for your [office-specific retention schedule](#) AND use the [County/Local General \(GEN\) retention schedule](#). You may or may not have an office-specific retention schedule. The GEN schedule can be used by ALL county/local government offices. If you don't find your records on your office-specific, look at the GEN, and then contact IARA (me) for help after that.

**If you can destroy records**, you will need to fill out the SF44905/Notice of Destruction form (see attached) *before* destruction, please read instructions on the form carefully. If you would like IARA to review your form *before* destruction, please email to [cty@iara.in.gov](mailto:cty@iara.in.gov). *\*As of June 2022, you no longer need to wait 30 days for destruction or get the form approved by IARA.\** Want more info on the NOD form procedure changes? See [this webinar](#).

**If you want to transfer records to the Archives or a local genealogical/historical entity**, contact IARA before filling out the PR-1B form (see attached).

**If you have severely damaged records that cannot be salvaged**, contact IARA before filling out the PR-1A form (see attached).

Overall, if you have any questions, concerns, or issues regarding your records and managing them, please reach out to me. I am your liaison; I am here to help you. Please know that I am available for trainings and in-person visits as well.

IARA's website: <https://www.in.gov/iara/>

Thanks,  
Amy



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