

## 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 OCPD 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 OCPD 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 Recorders	Records Management Division 402 West Washington Street, Room W472
Date sent (mm/dd/yyyy) 10/23/2023	Indianapolis, IN 46204 rmd@iara.in.gov

<b>SECTION I</b>	<b>PROPOSED RECORDS RETENTION AND DISPOSITION SCHEDULES</b>
<p>Please have your Appointing Authority (agency head) sign this sheet <u>electronically</u> 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.</p>	

<b>SECTION II</b>	<b>GENERAL INFORMATION</b>
<p>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.</p> <p>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.</p> <p>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.</p>	

<b>SECTION III</b>	<b>AGENCY APPROVAL</b>
<p>Agency Head e-signature</p>	

<b>SECTION IV</b>	<b>APPROVED RECORDS RETENTION AND DISPOSITION SCHEDULES</b>
<p>The Oversight Committee on Public Records, at its meeting held on <u>10/25/2023</u>, approved this Records Retention and Disposition Schedule for your agency.</p> <p>The finalized schedule is enclosed. The Records Coordinator should retain the original and forward copies to agency staff as needed.</p> <p>Indiana Archives and Records Administration e-signature of final approval  </p>	



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

ITEM #	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
<b>ENTRY OF INSTRUMENTS FOR RECORDING</b>			
1	RE 10-01	<p>ENTRY BOOK</p> <p>A book or electronic index of instruments recorded that includes but is not limited to: grantor and grantee names, date, time, and location of recording. THIS IS A CRITICAL RECORD.</p>	PERMANENT AND CRITICAL. See Retention Schedule Instructions for format and transfer options.
2	RE 10-02	<p>ORIGINAL INSTRUMENTS NOT RETURNED TO THE PUBLIC</p> <p>These may include leases, wills and testaments, bills of sale, powers of attorney, articles of incorporation, deeds, mortgages, chattel mortgages, and other documents relating to real or personal property. THIS IS A CRITICAL RECORD.</p>	PERMANENT AND CRITICAL. See Retention Schedule Instructions for format and transfer options.
<b>LAND TRANSFERS</b>			
3	RE 10-03	<p>DEED RECORDS AND INDEXES</p> <p>Includes original deeds, official copies, and their indexes. Deed types may include but are not limited to General Warranty, Sheriff's, Tax Sale, and Cemetery. THIS IS A CRITICAL RECORD.</p>	PERMANENT AND CRITICAL. See Retention Schedule Instructions for format and transfer options.
4	RE 10-07	<p>QUIET TITLE RECORD AND INDEX</p> <p>A book or electronic index of the proceedings in a lawsuit to confirm ownership of a piece of property. Records may include, but are not limited to, a brief description of the real estate that was the subject of the proceeding, an alphabetical list of plaintiffs, date of transcript filings, date of final judgement and date judgment was recorded. THIS IS A CRITICAL RECORD.</p>	PERMANENT AND CRITICAL. See Retention Schedule Instructions for format and transfer options.
5	RE 10-08	<p>TRACT BOOK</p> <p>This is an abstract to land grants made by the federal government, showing dates of grant and filings, location and description of tract, and name, age, and nationality of patentee. Also known as "Letters Patent (Land)" and "Lists of Land Entries." THIS IS A CRITICAL RECORD.</p>	PERMANENT AND CRITICAL. See Retention Schedule Instructions for format and transfer options.
6	RE 10-09	<p>PLAT BOOK/PLAT BOOK GENERAL INDEX/PLATS</p> <p>This shows public grounds, public ways, and the length, width, and size of each lot. Includes a certificate showing the approval of the plan commission or works board. THIS IS A CRITICAL RECORD.</p>	PERMANENT AND CRITICAL. See Retention Schedule Instructions for format and transfer options.
7	RE 10-10	<p>INDEX OF NOTICES OF LIENS ON REAL PROPERTY</p>	DESTROY fifty-five (55) years after satisfaction of lien.
8	RE 10-11	<p>DORMANT MINERAL INTEREST RECORD</p> <p>A statement of claim filed under IC 32-23-10 to retain mineral rights on a property not owned by the claimant. THIS IS A CRITICAL RECORD.</p>	PERMANENT AND CRITICAL. See Retention Schedule Instructions for format and transfer options.
<b>MORTGAGE TRANSACTIONS</b>			
9	RE 10-12	<p>MORTGAGE RECORDS AND INDEXES</p> <p>Includes original mortgages, official copies, and their indexes. THIS IS A CRITICAL RECORD.</p>	PERMANENT AND CRITICAL. See Retention Schedule Instructions for format and transfer options.



ITEM #	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
10	RE 10-13	SCHOOL FUND MORTGAGE RECORD Record of mortgages given to secure repayment of money loaned from school funds. THIS IS A CRITICAL RECORD.	PERMANENT AND CRITICAL. See Retention Schedule Instructions for format and transfer options.
11	RE 10-14	RELEASE OF MORTGAGE RECORD Certificate of release of mortgage. THIS IS A CRITICAL RECORD.	PERMANENT AND CRITICAL. See Retention Schedule Instructions for format and transfer options.
<b>LIENS</b>			
12	RE 10-15	LIEN RECORD/INDEX TO LIEN RECORD Liens may include but are not limited to, Mechanic's, Hospital, Homeowner's Association, sewer, mowing, and other liens not imposed by the Internal Revenue Service.	PERMANENT. See Retention Schedule Instructions for format and transfer options.
13	RE 10-16	NOTICE OF FEDERAL TAX LIEN Form 668 (Y) (c). Retention based on 26 USC 6502.	DESTROY ten (10) years after last refile.
<b>OLD AGE ASSISTANCE</b>			
14	RE 10-17	ABSTRACT OF OLD-AGE CERTIFICATES -- LEDGER [1936-1945 and 1947-present.] Retention based on IC 12-14-16-6.	PERMANENT. See Retention Schedule Instructions for format and transfer options.
15	RE 10-18	CERTIFICATE FOR SUPPLEMENTAL ASSISTANCE TO AGED PERSONS	DESTROY twenty-five (25) years after satisfaction of lien.
<b>MILITARY RECORDS</b>			
16	RE 10-19	ARMED FORCES DISCHARGE RECORD (DD214) These records include any military discharge record of an Indiana citizen, 1864 to present. THIS IS A CRITICAL RECORD.	PERMANENT AND CRITICAL. See Retention Schedule Instructions for format and transfer options.
<b>BUSINESS ASSOCIATIONS</b>			
17	RE 10-20	ARTICLES OF ASSOCIATION AND INCORPORATION RECORD This official record of business entity filings includes formation documents, mergers, amendments, officer and agent updates, and name reservations. THIS IS A CRITICAL RECORD.	PERMANENT AND CRITICAL. See Retention Schedule Instructions for format and transfer options.
18	RE 10-21	INCREASE AND DECREASE OF CAPITAL STOCK These are the original filings of papers pertaining to increase and decrease of capital stock of companies.	PERMANENT. See Retention Schedule Instructions for format and transfer options.
19	RE 10-22	RESOLUTIONS OF CORPORATIONS AND ASSOCIATIONS These are the original filings of resolutions made by corporations and associations regarding business agreements. THIS IS A CRITICAL RECORD.	PERMANENT AND CRITICAL. See Retention Schedule Instructions for format and transfer options.
20	RE 10-23	REVOCATIONS These are the original filings of certificates issued by Secretary of State and filed with Recorder, revoking the business privileges of various incorporated firms. THIS IS A CRITICAL RECORD.	PERMANENT AND CRITICAL. See Retention Schedule Instructions for format and transfer options.
21	RE 10-24	CO-PARTNERSHIP RECORD / PARTNERSHIP AGREEMENTS Record of business partnership agreements and certificates of amendment, showing dates of instrument, amendment, or dissolution, names of partners and firm, kind and place of business, and articles of agreement or partnership. THIS IS A CRITICAL RECORD.	PERMANENT AND CRITICAL. See Retention Schedule Instructions for format and transfer options.



ITEM #	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
<b>MISCELLANEOUS INSTRUMENTS</b>			
22	RE 10-25	<p>MISCELLANEOUS RECORD</p> <p>These include transcripts of miscellaneous instruments such as affidavits, wills, agreements, articles of association and incorporation, amended articles, bills of sale, certificates, contracts, liens, dissolutions, inventions, leases, powers of attorney, and resolutions. THIS IS A CRITICAL RECORD.</p>	PERMANENT AND CRITICAL. See Retention Schedule Instructions for format and transfer options.
23	RE 10-26	<p>REGISTER OF FARM NAMES</p> <p>A record of the name of a farm and description of the land to which the name applies. THIS IS A CRITICAL RECORD.</p>	PERMANENT AND CRITICAL. See Retention Schedule Instructions for format and transfer options.
24	RE 10-27	<p>FENCE MARKS RECORD</p> <p>[IC 32-26-7-1]</p>	PERMANENT. See Retention Schedule Instructions for format and transfer options.
25	RE 10-28	<p>OFFICIAL BOND REGISTER</p> <p>Bonds filed by elected or appointed officers, officials, deputies, employees or contractors of a political subdivision, except the county recorder and deputies and employees of the recorder. THIS IS A CRITICAL RECORD.</p>	PERMANENT AND CRITICAL. See Retention Schedule Instructions for format and transfer options.
<b>UNIFORM COMMERCIAL CODE</b>			
26	RE 23-01	<p>UNIFORM COMMERCIAL CODE RECORDS</p> <p>Includes but is not limited to: information requests (UCC Form 11), financing statement files and indexes, and termination files. Records may exist in paper and/or electronic format.</p>	DESTROY six (6) years after lapse or termination.
27	RE 10-34	<p>RECORD OF INSTRUMENTS COPIED OR PROOFED</p> <p>County Form 138.</p>	DESTROY after three (3) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
<b>OFFICE ADMINISTRATION</b>			
28	RE 10-36	<p>MONTHLY MORTGAGE RELEASE REPORT TO COUNTY AUDITOR</p> <p>No longer created after the repeal of IC 36-2-11-24 in 2023; will be obsolete as of July 2028 when the last remaining records reach their disposition date.</p>	DESTROY after five (5) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
29	RE 10-37	<p>PICK-UP CARDS [PLATS]</p> <p>Form 26-5-1.</p>	DESTROY after three (3) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.



**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 Recorders 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...
RE 10-01	RE 10-01 (But language has been updated)
RE 10-02	RE 10-02 (But language has been updated)
RE 10-03	RE 10-03 (But language has been updated)
RE 10-04	RE 10-03 (combining the records into the amended RS RE 10-03)
RE 10-05	RE 10-03 (combining the records into the amended RS RE 10-03)
RE 10-06	RE 10-03 (combining the records into the amended RS RE 10-03)
RE 10-07	RE 10-07 (But language has been updated)
RE 10-08	RE 10-08 (But language has been updated)
RE 10-09	RE 10-09 (But language has been updated)
RE 10-10	RE 10-10 (But language has been updated)
RE 10-11	RE 10-11 (But language has been updated)
RE 10-12	RE 10-12 (But language has been updated)
RE 10-13	RE 10-13 (But language has been updated)
RE 10-14	RE 10-14 (But language has been updated)
RE 10-15	RE 10-15 (But language has been updated)
RE 10-16	RE 10-16 (But language has been updated)
RE 10-17	RE 10-17 (But language has been updated)
RE 10-18	RE 10-18 (But language has been updated)
RE 10-19	RE 10-19 (But language has been updated)
RE 10-20	RE 10-20 (But language has been updated)
RE 10-21	RE 10-21 (But language has been updated)
RE 10-22	RE 10-22 (But language has been updated)
RE 10-23	RE 10-23 (But language has been updated)
RE 10-24	RE 10-24 (But language has been updated)
RE 10-25	RE 10-25 (But language has been updated)
RE 10-26	RE 10-26 (But language has been updated)
RE 10-27	RE 10-27 (But language has been updated)
RE 10-28	RE 10-28 (But language has been updated)
RE 10-29	GEN 10-25
RE 10-30	RE 23-01
RE 10-31	RE 23-01
RE 10-32	RE 23-01
RE 10-33	RE 23-01
RE 10-34	RE 10-34 (But language has been updated)
RE 10-35	GEN 10-10
RE 10-36	RE 10-36 (But language has been updated)
RE 10-37	RE 10-37 (But language has been updated)
RE 10-38	GEN 10-10
RE 10-39	GEN 10-04
RE 10-40	GEN 10-11



NEW RECORD SERIES	CREATED FOR...
RE 23-01	Uniform Commercial Code Records

**SUMMARY**

**Amended:** RE 10-01, RE 10-02, RE 10-03, RE 10-07, RE 10-08, RE 10-09, RE 10-10, RE 10-11, RE 10-12, RE 10-13, RE 10-14, RE 10-15, RE 10-16, RE 10-17, RE 10-18, RE 10-19, RE 10-20, RE 10-21, RE 10-22, RE 10-23, RE 10-24, RE 10-25, RE 10-26, RE 10-27, RE 10-28, RE 10-34, RE 10-36, RE 10-37.

**Deactivated:** RE 10-04, RE 10-05, RE 10-06, RE 10-29, RE 10-30, RE 10-31, RE 10-32, RE 10-33, RE 10-35, RE 10-38, RE 10-39, RE 10-40.

**Brand New:** RE 23-01

**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 Recorders Retention Schedule, please contact IARA's County Records Management section at 317-232-3380 or [cty@iara.in.gov](mailto:cty@iara.in.gov).