

## Indiana Oversight Committee on Public Records Policy 20-01 Electronic Records Retention and Disposition

**Applies to:** Electronic records of all Indiana government entities except those exempted in IC 5-15-5.1. If records of exempted entities are transferred to the Indiana Archives they must adhere to this policy.

**Purpose:** To ensure electronic records are retained in a trustworthy, accessible, and reliable manner.

**Effective Date:** 01/15/2020; revised 07/27/2023.

**Authority:** Indiana Code 5-15-1-1 (a) and (b), Indiana Code 5-15-5.1-12, and Indiana Code 5-15-5.1-14.

### Definitions:

*Retention schedule* means a Records Retention and Disposition Schedule approved by the Indiana Oversight Committee on Public Records.

*Electronic records* are stored in digital format on an information technology device and include both born-digital and digitized records.

*Born-digital* records are created in electronic format.

*Digitized records* are electronic copies of physical records and can include images and audiovisual information.

*Physical records* can be read without the aid of an information-technology device and include paper, film, and audio and video tapes.

### Policy:

- 1) **General requirements:** Unless separate instructions are specified in the retention schedule, the following requirements apply to all records regardless of format
  - a) retention period before final disposition.
  - b) confidentiality, access, and disclosure.
  - c) final disposition: destruction or transfer to the Indiana Archives.
  - d) confidential records must be destroyed according to IC 5-15-5.1-13
- 2) **Indiana Archives transfer:** Electronic records that are required to be transferred to the Indiana Archives according to their retention schedule must be
  - a) created and maintained according to OCPR 20-02.
  - b) transferred regularly on the timetable specified in the relevant Record Series.
  - c) transferred in consultation with IARA staff.
- 3) **Agency retention:** Electronic records that are not required to be transferred to the Indiana Archives according to their retention schedule must be created and maintained by the agency according to OCPR 20-02 for the specified retention period.
- 4) **Acceptable formats:** Records may be retained in any format(s) as long as the provisions of this policy and OCPR 20-02 are met.
- 5) **Destruction of digitized physical records:** Physical records which have been digitized may be destroyed regardless of whether digitization is specified on the relevant retention schedule if
  - a) the terms described in Items 1-3 are met.
  - b) the imaged records are verifiable authentic duplicates as described in OCPR 20-02.
  - c) the terms in the Indiana Archives and Records Administration Electronic Records Guidelines are met.
- 6) **Destruction of born-digital records:** Born-digital records and their storage media may be destroyed if the terms in Item 1 are met.
- 7) When its provisions are met, this policy serves as the "written consent of the administration" described in IC 5-15-5.1-14.