

## Useful Publications

- State Agency Records Manager Handbook
- Guidelines for Indiana State Records, Nonrecords, and Personal Papers
- Proper Records Destruction
- Quick Tips for State Records Managers
- IARA Electronic Records Guidelines
- Electronic Records Retention and Disposition Policy
- Electronic Records Technical Standards Policy
- Recommended Capabilities for Electronic Recordkeeping Systems
- Retaining Email Records - Quick Reference
- Email Retention and Deletion for Standard Users
- Teams Types: Records Management Guidance for Microsoft Teams
- Imaging and Public Records
- Records Center Handbook

[bit.ly/iara-publications](https://bit.ly/iara-publications)

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## Website

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## State Records Management

[bit.ly/iara-staterm](https://bit.ly/iara-staterm)

# Records and Information Management for Indiana State Agencies



Records Management Division

## Definitions

**Records Management (RM for short)** is the continuous job of identifying the records we work with, following and updating Records Retention Schedules, and making sure the records are accessible and usable through their lifecycle. (Everyone has this job; some of us just do it more often.)

A **Records Retention Schedule** lists out the categories of records a state agency (or a division of an agency) produces. There is also a State General Retention Schedule which contains very common categories that all agencies can use.

**Those categories are called Record Series**, which contain an ID number and title, a broad description of the sort of files it applies to, and instructions on how long, where, and in what format to retain the records before their final disposition, which is either destruction or transfer to the State Archives.

An **Agency Records Coordinator** is the employee designated by the Agency Head to sign-off on record transfers or destruction, answer staff questions about agency records, and work with IARA to update Retention Schedules and respond to any records-related issues that arise.

A **Records Manager** is anyone in a state agency who works with records. They may work with the Records Coordinator. They may even be working with IARA *instead* of the Records Coordinator, if they happen to be more familiar with the specific type of records being discussed.

If it sounds like we're saying *all* state employees should consider themselves Records Managers and read the State Records Manager Handbook, you're not wrong.

## State Records Manager Handbook

[bit.ly/iara-handbook-staterrecordsmanager](http://bit.ly/iara-handbook-staterrecordsmanager)

## The Records Management Team

- Develops and maintains the State General Retention Schedule.
- Works with agencies to create or update their agency or division-specific Retention Schedules.
- Helps any state employee identify the correct Record Series for a specific set of records, if one exists.
- Helps Records Coordinators and Managers determine when a *new* Record Series is required.
- Provides online records management training courses, webinars, and customized live training upon request.
- Develops written policies and guidance for challenging RM situations.
- Publishes a monthly bulletin to all Records Coordinators and any Records Managers who would like to be added to the mailing list. (Just email [rmd@iara.in.gov](mailto:rmd@iara.in.gov).)
- Conducts a monthly MS Teams chat open to the above people plus any other state employees interested in (or tasked with) managing agency records.
- Is comprised largely of nerds. We're sorry (though puzzled) if this comes as a surprise.



## Retention Schedule Revision Process

The **IARA Records Analyst** works with an agency's **Records Coordinator** or other **Records Managers** to create or revise agency Retention Schedules when items need to be **added** to cover new programs, **removed** because they are no longer created, or **updated** due to changing laws or new agency issues.

The agency and IARA send drafts to each other until a stable version is agreed upon, then it is submitted to IARA's Administrative Review Team, then to the agency head for their review and a signature of approval.

Finally, the Oversight Committee on Public Records, IARA's governing body, reviews the final draft and votes to approve it (sometimes with their own amendments) at their monthly board meeting.

At that point, the new Records Retention Schedule is official!

The formal document is sent to the agency and filed with the Records Management Team's historical retention schedules (Record Series 84-50!), and the information is placed online in the ResearchIndiana Database, available for searching on IARA's website.

## All About Retention Schedules

[bit.ly/iara-allaboutretentionschedules](http://bit.ly/iara-allaboutretentionschedules)

## State General Retention Schedule

[bit.ly/iara-gr-state](http://bit.ly/iara-gr-state)

## State Agency Retention Schedules

[bit.ly/iara-retentionschedules-state](http://bit.ly/iara-retentionschedules-state)

## Record Series Search

[bit.ly/iara-search-recordseries](http://bit.ly/iara-search-recordseries)