



County/Local General Retention Schedule (GEN)  
Indiana Commission on Public Records – County Records Management

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| DATE APPROVED BY THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS:<br><br>September 22, 2010              | NAME OF COUNTY ADOPTING RETENTION SCHEDULE:<br><br><i>Lake</i> | DATE ADOPTED BY THE COUNTY COMMISSION OF PUBLIC RECORDS:<br><br><i>October 21, 2010</i> |
| DIRECTOR/STATE ARCHIVIST, INDIANA COMMISSION ON PUBLIC RECORDS<br><br>SIGNATURE                    | PRINTED NAME: Jim Corridan                                     |   |
| CHAIRPERSON OF THE COUNTY COMMISSION OF PUBLIC RECORDS:<br><br>SIGNATURE <i>Michelle R. Fajman</i> | PRINTED NAME: Michelle R Fajman                                |   |
| SECRETARY OF THE COUNTY COMMISSION OF PUBLIC RECORDS:<br><br>SIGNATURE <i>Michael A. Brown</i>     | PRINTED NAME: Michael A. Brown                                 |   |

**THIS SCHEDULE MAY BE USED ONLY AFTER ADOPTION BY THE COUNTY COMMISSION OF PUBLIC RECORDS.**

**Instructions:**

1. Records listed on this schedule may be destroyed upon completion of a *Notice of Destruction, State Form 44905* and distribution of copies of the form to the Clerk of the Circuit Court of the County and to the INDIANA COMMISSION ON PUBLIC RECORDS, 402 West Washington Street W472, Indianapolis, IN 46204.
2. **Officials should first reference their office-specific retention schedule.** If the form/record series you're looking for is not listed, refer to this general retention schedule (GEN)
3. All records **not listed** on these approved schedules can be destroyed or transferred only by completing a *Request for Permission to Destroy or Transfer Certain Public Records (PR-1), State Form 30505*, and by obtaining approval of the COUNTY COMMISSION OF PUBLIC RECORDS and the INDIANA COMMISSION ON PUBLIC RECORDS.

**GUIDELINES:**

Permanent records may be maintained either in the original format or on microfilm that meets standards outlined in 60 IAC 2 or Administrative Rule 6 (Court Records).

Microfilmed records may be deposited or transferred according to the retention period outlined for that record.

Security/original rolls of microfilm to be stored offsite in secure location. Duplicate rolls for office use.

Electronic records and computer printouts that include data from more than one (1) form must be retained for the longest retention period for all included forms.

Any STATE BOARD OF ACCOUNTS forms approved for use in lieu of prescribed forms are subject to the same retention requirements.

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Adopted September 22, 2010 by the Oversight Committee on Public Records/Indiana Commission on Public Records



County Auditor Retention Schedule (AU)  
Indiana Commission on Public Records – County Records Management

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|--|--|---|
| DATE APPROVED BY THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS:<br><br>JUNE 23, 2010                   | NAME OF COUNTY ADOPTING RETENTION SCHEDULE:<br><br><i>Lake</i> | DATE ADOPTED BY THE COUNTY COMMISSION OF PUBLIC RECORDS:<br><br><i>October 21, 2010</i> |
| DIRECTOR/STATE ARCHIVIST, INDIANA COMMISSION ON PUBLIC RECORDS<br><br>SIGNATURE                    | PRINTED NAME: Jim Corridan                                     |   |
| CHAIRPERSON OF THE COUNTY COMMISSION OF PUBLIC RECORDS:<br><br>SIGNATURE <i>Michelle R. Fayman</i> | PRINTED NAME: Michelle R. Fayman                               |   |
| SECRETARY OF THE COUNTY COMMISSION OF PUBLIC RECORDS:<br><br>SIGNATURE <i>Michael A. Brown</i>     | PRINTED NAME: Michael A. Brown                                 |   |

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Adopted June 23, 2010 by the Oversight Committee on Public Records/Indiana Commission on Public Records



Cities and Towns Retention Schedule (CT)  
 Indiana Commission on Public Records – County Records Management

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|--|--|---|
| DATE APPROVED BY THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS:<br><br>MAY 19, 2010                    | NAME OF COUNTY ADOPTING RETENTION SCHEDULE:<br><br><i>Lake</i> | DATE ADOPTED BY THE COUNTY COMMISSION OF PUBLIC RECORDS:<br><br><i>October 21, 2010</i> |
| DIRECTOR/STATE ARCHIVIST, INDIANA COMMISSION ON PUBLIC RECORDS<br><br>SIGNATURE                    | PRINTED NAME: Jim Corridan                                     |   |
| CHAIRPERSON OF THE COUNTY COMMISSION OF PUBLIC RECORDS:<br><br>SIGNATURE <i>Michelle R. Fajman</i> | PRINTED NAME: Michelle R Fajman                                |   |
| SECRETARY OF THE COUNTY COMMISSION OF PUBLIC RECORDS:<br><br>SIGNATURE <i>Michael A. Brown</i>     | PRINTED NAME: Michael A. Brown                                 |   |

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**GUIDELINES:**

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 Adopted May 19, 2010 by the Oversight Committee on Public Records/Indiana Commission on Public Records



Non-Judicial County Clerk Retention Schedule (CL)  
 Indiana Commission on Public Records – County Records Management

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|---|---|---|
| DATE APPROVED BY THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS:<br>MAY 19, 2010                   | NAME OF COUNTY ADOPTING RETENTION SCHEDULE:<br><i>Galco</i> | DATE ADOPTED BY THE COUNTY COMMISSION OF PUBLIC RECORDS:<br><i>October 21, 2010</i> |
| DIRECTOR/STATE ARCHIVIST, INDIANA COMMISSION ON PUBLIC RECORDS<br>SIGNATURE                   | PRINTED NAME: Jim Corridan                                  |   |
| CHAIRPERSON OF THE COUNTY COMMISSION OF PUBLIC RECORDS:<br>SIGNATURE <i>Michelle R Fajman</i> | PRINTED NAME: Michelle R Fajman                             |   |
| SECRETARY OF THE COUNTY COMMISSION OF PUBLIC RECORDS:<br>SIGNATURE <i>Michael A. Brown</i>    | PRINTED NAME: Michael A. Brown                              |   |

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Instructions:

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2. Officials should first reference this office-specific retention schedule. If the form/record series you're looking for is not listed, refer to the general retention schedule (GEN)
3. All records **not listed** on these approved schedules can be destroyed or transferred only by completing a Request for Permission to Destroy or Transfer Certain Public Records (PR-1), State Form 30505, and by obtaining approval of the COUNTY COMMISSION OF PUBLIC RECORDS and the INDIANA COMMISSION ON PUBLIC RECORDS.

GUIDELINES:

Permanent records may be maintained either in the original format or on microfilm that meets standards outlined in 60 IAC 2 or Administrative Rule 6 (Court Records).

Microfilmed records may be deposited or transferred according to the retention period outlined for that record.

Security/original rolls of microfilm to be stored offsite in secure location. Duplicate rolls for office use.

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 Adopted May 19, 2010 by the Oversight Committee on Public Records/Indiana Commission on Public Records



County Coroner Retention Schedule (CO)  
Indiana Commission on Public Records – County Records Management

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|--|--|---|
| DATE APPROVED BY THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS:<br>July 14, 2010                       | NAME OF COUNTY ADOPTING RETENTION SCHEDULE:<br><i>Dake</i> | DATE ADOPTED BY THE COUNTY COMMISSION OF PUBLIC RECORDS:<br><i>October 21, 2010</i> |
| DIRECTOR/STATE ARCHIVIST, INDIANA COMMISSION ON PUBLIC RECORDS<br><br>SIGNATURE                    | PRINTED NAME: Jim Corridan                                 |   |
| CHAIRPERSON OF THE COUNTY COMMISSION OF PUBLIC RECORDS:<br><br>SIGNATURE <i>Michelle R. Fajman</i> | PRINTED NAME: Michelle R. Fajman                           |   |
| SECRETARY OF THE COUNTY COMMISSION OF PUBLIC RECORDS:<br><br>SIGNATURE <i>Michael A. Brown</i>     | PRINTED NAME: Michael A. Brown                             |   |

**THIS SCHEDULE MAY BE USED ONLY AFTER ADOPTION BY THE COUNTY COMMISSION OF PUBLIC RECORDS.**

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Adopted July 14, 2010 by the Oversight Committee on Public Records/Indiana Commission on Public Records



Public Libraries Retention Schedule (LIB)  
Indiana Commission on Public Records – County Records Management

|  |  |   |
|--|--|---|
| DATE APPROVED BY THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS:<br>September 22, 2010              | NAME OF COUNTY ADOPTING RETENTION SCHEDULE:<br><i>Lake</i> | DATE ADOPTED BY THE COUNTY COMMISSION OF PUBLIC RECORDS:<br><i>October 21, 2010</i> |
| DIRECTOR/STATE ARCHIVIST, INDIANA COMMISSION ON PUBLIC RECORDS<br>SIGNATURE                    | PRINTED NAME: Jim Corridan                                 |   |
| CHAIRPERSON OF THE COUNTY COMMISSION OF PUBLIC RECORDS:<br>SIGNATURE <i>Michelle R. Fajman</i> | PRINTED NAME: Michelle R. Fajman                           |   |
| SECRETARY OF THE COUNTY COMMISSION OF PUBLIC RECORDS:<br>SIGNATURE <i>Michael A. Brown</i>     | PRINTED NAME: Michael A. Brown                             |   |

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Instructions:

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Adopted September 22, 2010 by the Oversight Committee on Public Records/Indiana Commission on Public Records



County Recorder Retention Schedule (RE)  
 Indiana Commission on Public Records – County Records Management

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|--|---|---|
| DATE APPROVED BY THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS:<br>MAY 19, 2010                        | NAME OF COUNTY ADOPTING RETENTION SCHEDULE:<br><i>Elkhart</i> | DATE ADOPTED BY THE COUNTY COMMISSION OF PUBLIC RECORDS:<br><i>October 21, 2010</i> |
| DIRECTOR/STATE ARCHIVIST, INDIANA COMMISSION ON PUBLIC RECORDS<br>SIGNATURE<br><i>Jim Corridan</i> | PRINTED NAME: Jim Corridan                                    |   |
| CHAIRPERSON OF THE COUNTY COMMISSION OF PUBLIC RECORDS:<br>SIGNATURE<br><i>Michelle R. Fayman</i>  | PRINTED NAME: michelle R. Fayman                              |   |
| SECRETARY OF THE COUNTY COMMISSION OF PUBLIC RECORDS:<br>SIGNATURE<br><i>Michael A. Brown</i>      | PRINTED NAME: Michael A. Brown                                |   |

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 Adopted May 19, 2010 by the Oversight Committee on Public Records/Indiana Commission on Public Records



Special Districts Retention Schedule (SD)  
Indiana Commission on Public Records – County Records Management

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|--|---|---|
| DATE APPROVED BY THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS:<br><br>JUNE 23, 2010 | NAME OF COUNTY ADOPTING RETENTION SCHEDULE:<br><br><i>Osake</i> | DATE ADOPTED BY THE COUNTY COMMISSION OF PUBLIC RECORDS:<br><br><i>October 21, 2010</i> |
| DIRECTOR/STATE ARCHIVIST, INDIANA COMMISSION ON PUBLIC RECORDS<br><br>SIGNATURE  | PRINTED NAME: Jim Corridan                                      |   |
| CHAIRPERSON OF THE COUNTY COMMISSION OF PUBLIC RECORDS:<br><br>SIGNATURE         | PRINTED NAME: Michelle R. Fayman                                |   |
| SECRETARY OF THE COUNTY COMMISSION OF PUBLIC RECORDS:<br><br>SIGNATURE           | PRINTED NAME: Michael A. Brown                                  |   |

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The **Special Districts General Retention Schedule** has been prepared in accordance with the STATE BOARD OF ACCOUNTS *Accounting and Uniform Compliance Guidelines Manual for Special Districts* for use by the following entities:

1. Conservancy Districts
2. Regional Water, Sewage And Solid Waste Districts
3. Solid Waste Management Districts
4. Fire Protection Districts
5. Airport Authorities
6. Public Transportation Corporations
7. Regional Planning Commissions
8. Other Special Districts, Such As Port Authorities, Flood Control Districts, Building Authorities, Fire Protection Territories, Water Authorities or any other district required to follow state statutes and audited by the State Board of Accounts.

**THIS SCHEDULE MAY BE USED ONLY AFTER ADOPTION BY THE COUNTY COMMISSION OF PUBLIC RECORDS.**  
Adopted June 23, 2010 by the Oversight Committee on Public Records/Indiana Commission on Public Records



Township Trustee Retention Schedule (TT)  
 Indiana Commission on Public Records – County Records Management

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|--|---|---|
| DATE APPROVED BY THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS:<br><br>MAY 19, 2010                    | NAME OF COUNTY ADOPTING RETENTION SCHEDULE:<br><br><i>State</i> | DATE ADOPTED BY THE COUNTY COMMISSION OF PUBLIC RECORDS:<br><br><i>October 21, 2010</i> |
| DIRECTOR/STATE ARCHIVIST, INDIANA COMMISSION ON PUBLIC RECORDS<br><br>SIGNATURE                    | PRINTED NAME: Jim Corridan                                      |   |
| CHAIRPERSON OF THE COUNTY COMMISSION OF PUBLIC RECORDS:<br><br>SIGNATURE <i>Michelle R Fayman</i>  | PRINTED NAME: Michelle R Fayman                                 |   |
| SECRETARY OF THE COUNTY COMMISSION OF PUBLIC RECORDS:<br><br>SIGNATURE <i>Michael A. Brown meh</i> | PRINTED NAME: Michael A. Brown                                  |   |

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 Adopted May 19, 2010 by the Oversight Committee on Public Records/Indiana Commission on Public Records



County Treasurer Retention Schedule (TR)  
Indiana Commission on Public Records – County Records Management

|  |  |   |
|--|--|---|
| DATE APPROVED BY THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS:<br><br>MAY 19, 2010                    | NAME OF COUNTY ADOPTING RETENTION SCHEDULE:<br><br><i>Lake</i> | DATE ADOPTED BY THE COUNTY COMMISSION OF PUBLIC RECORDS:<br><br><i>October 21, 2010</i> |
| DIRECTOR/STATE ARCHIVIST, INDIANA COMMISSION ON PUBLIC RECORDS<br><br>SIGNATURE <i>[Signature]</i> | PRINTED NAME: Jim Corridan                                     |   |
| CHAIRPERSON OF THE COUNTY COMMISSION OF PUBLIC RECORDS:<br><br>SIGNATURE <i>[Signature]</i>        | PRINTED NAME: Michelle R. Fajman                               |   |
| SECRETARY OF THE COUNTY COMMISSION OF PUBLIC RECORDS:<br><br>SIGNATURE <i>[Signature]</i>          | PRINTED NAME: Michael A. Brown                                 |   |

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Adopted May 19, 2010 by the Oversight Committee on Public Records/Indiana Commission on Public Records



**INDIANA PUBLIC SCHOOLS GENERAL RETENTION SCHEDULE  
INDIANA COMMISSION ON PUBLIC RECORDS  
COUNTY RECORDS MANAGEMENT**

|   |   |  |
|---|---|--|
| Date approved by the Oversight Committee on Public Records<br><u>Revised April 20, 2005</u>       | Name of county adopting retention schedule<br><i>Lake</i> | Date adopted by the County Commission of Public Records<br><i>October 21, 2010</i> |
| Director, Indiana Commission on Public Records/State Archivist<br><br>Signature                   | Printed name  |  |
| Chairperson of the County Commission of Public Records<br><br>Signature <i>Michelle R. Fajman</i> | Printed name <i>Michelle R Fajman</i>                     |  |
| Secretary of the County Commission of Public Records<br><br>Signature <i>Michael A. Brown</i>     | Printed name <i>Michael A. Brown</i>                      |  |

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**INSTRUCTIONS:**

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