



RECORDS RETENTION AND DISPOSITION SCHEDULE

Archives and Records Administration. State Archives.

Agency: State Archives Division		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	2015-23	ARTIFACTS Objects deemed to have permanent historical value. May include flags, plaques, bricks, fabrics and any other physical representation of agency or state history.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING and WEEDING pursuant to archival principles upon agreement between the agency and the INDIANA ARCHIVES.
2	2015-24	MANUSCRIPT COLLECTIONS Original manuscripts provided to the Indiana Archives and falling within relevant collection matter.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING and WEEDING pursuant to archival principles upon agreement between the agency or individual and the INDIANA ARCHIVES.
3	82-337	ACCESSION AND INVENTORY RECORDS - PRE-2016 Existing in a combination of paper and electronic formats, this is the documentation and indexing of public records accessioned into the holdings of the Indiana State Archives and the State Records Center. Includes accession registers, record transmittal forms, and related documentation. This is a closed category; all information created or received after July, 2016 is maintained in the AXAEM system, under RS 2019-31.	RETAIN permanently in the INDIANA ARCHIVES, or until information is duplicated within AXAEM system. DESTROY hard copies after imaging or data entry and verification of electronic information for completeness and legibility.
4	82-344	ADMINISTRATIVE HISTORY FILE Includes history and notes of the background and formation of individual state agencies. Filed by agency name.	RETAIN PERMANENTLY in the Indiana Archives.
5	82-431	COUNTY COMMISSION ON PUBLIC RECORDS Includes filed reports of individual county destruction of records and related correspondence.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles; when outdated or replaced.
6	2015-25	NEWSPAPER COLLECTIONS Non-government newspaper archives provided to the Indiana Archives and falling within relevant collection matter.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles upon individual transfer agreement.
7	82-429	ARCHIVAL PROJECTS AND ACTIVITIES FILE Consists of activities of agency, public relations work performed by the division and special projects performed by the division.	DESTROY four (4) years after completion of project.
8	82-434	NHPRC-STATE COORDINATORS FILE (NATIONAL HISTORIC PUBLICATIONS AND RECORDS DIVISION)	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles; after three (3) years.
9	2019-31	AXAEM SYSTEM Created in 2016, AXAEM is the electronic central accession, inventory, bibliographic catalog, and record retention management system for the Indiana Archives and Records Administration. In addition to newly-created bibliographic, collection, and workflow-tracking information, AXAEM contains:1.All accession information for the State Archives and Records Center (including SF 23628 and SF 48883) since July 2016, which was formerly collected under RS 82-337, 82-410, and 82-416.2.All disposition information for Records Center accessions (including SF 16 and non-form equivalents) since July 2016, which was formerly collected under RS 83-1374. That series still exists, but now applies only to destruction notices submitted to the Records Center by state agencies.3.All classification information on confidential record series formerly collected under RS 82-450. 4.All patron registrations formerly collected under RS 82-354.Access to these records may be affected by IC 5-14-3-4(b)(16)(A).	RETAIN data permanently, marking status changes as needed rather than deleting information; back up electronic records annually in a secure offsite facility, converting them as needed to any new systems or electronic formats.

10	2019-32	RECORD RELEASE AND CONSENT FORMS Contains various request and consent forms for the release of confidential document types, accompanied by documentation of authorization. Records may include, but are not limited to, SF 54599, 48905, 46356, and supporting documentation. Access to these records may be affected by IC 5-14-3-4(b)(16)(A). Retention based on IC 5-4-3-10(a) and UC 35-41-4-2(a)(2).	DESTROY two (2) years after receipt.
11	2019-33	REQUESTS FOR PERMISSION TO BORROW, PUBLISH, OR EXHIBIT ARCHIVAL MATERIALS Contains various request forms submitted to the Indiana Archives for the lending of original records and the exhibit or publication of duplicate records/information. A fee is sometimes charged.	RETAIN permanently in the INDIANA ARCHIVES.