



HOW TO DISPOSE OF YOUR RECORDS LEGALLY!

The Indiana Commission on Public Records 5-STEP PROGRAM



1. Determine whether or not the records appear on an *APPROVED RETENTION SCHEDULE FOR YOUR OFFICE*. If the records *DO NOT APPEAR ON A RETENTION SCHEDULE*, skip to number 4, below.
2. If the records appear on a retention schedule, and you wish to destroy them according to the retention period specified, simply list the records on a "Notice of Destruction," (SF 44905). Be sure to include the beginning and ending dates of the records, and approximately how many cubic feet of records will be destroyed.
3. Send a photocopy of the completed SF 44905 to your Circuit Court Clerk, and another photocopy to the Indiana Commission on Public Records. Then destroy your records by throwing them away, or in the case of CONFIDENTIAL records, by burning or shredding them.
4. If the records do not appear on an approved retention schedule, then you must list them on a "Request for Permission to Destroy or Transfer Public Records, PR-1" (SF 30505). Be sure to indicate whether you will (A) destroy the records; (B) transfer the records to the State Archives or county/local historical/genealogical society; or (C) microfilm the records. Please provide a thorough description of the records, giving form numbers if applicable. Also, please include the beginning and ending dates of the records, and estimate the number of cubic feet.
5. Send a photocopy of the completed SF 30505 to the Circuit Court Clerk, so that your County Commission of Public Records may vote on whether or not to approve your request at their next meeting. County Commissions of Public Records are required by law to meet annually. Most counties, however, meet several times per year. After the PR-1 request is voted on by the County Commission of Public Records, it is forwarded by the Circuit Court Clerk to the local historical or genealogical society and to the ICPR for final approval.

