

MONTGOMERY COUNTY BOARD OF COMMISSIONERS

ORDINANCE 2015-5

AN ORDINANCE OF THE MONTGOMERY COUNTY BOARD OF COMMISSIONERS ADOPTING COUNTY DOCUMENT RETENTION POLICIES

WHEREAS, the Local Government Records Law (Indiana Code 5-15-16 et. seq.) mandates minimum record-keeping time-frames and destruction protocols;

AND WHEREAS, the Commissioners find that it is in the best interests of the citizens of Montgomery County to adopt retention policies for the County and each of its departments;

NOW, THEREFORE, BE IT ORDAINED, by the Montgomery County Board of Commissioners, that a new Section §36.19 be added to Chapter 36 of the Montgomery County Code, and shall read as follows:

“§ 36.19 DOCUMENT RETENTION

- (A) **Disposal of Records:** There are two approved methods to dispose of public records: (1) by request to the Montgomery County Commission of Public Records; and (2) through use of retention schedules. The County has approved eight retention schedules (See Appendix A), seven of these are specific to county offices and the eighth is a general retention schedule. County officials must first reference their office-specific retention schedule for disposal of records, then reference the general retention schedule if the office-specific schedule does not apply. If neither the office-specific nor general retention schedules apply then the county official must submit a request to the Montgomery County Commission of Public Records for destruction or transfer of public records.
- (B) **Limitations on Disposal:** No records may be destroyed until a period of at least 3 years has elapsed from the time when the records were originally filed except that some records may be destroyed before 3 years have elapsed under certain circumstances. Two requirements must be met for records to be destroyed before 3 years have elapsed since the time the records were originally filed. First, the records must be allowed to be destroyed before 3 years according to an approved retention schedule. Second, no financial records or records relating thereto may be destroyed until the audit of the records by the State Board of Accounts has been completed, report filed, and any exceptions set out in the report satisfied.
- (C) **Procedure for Destruction of Records Using Retention Schedule:** When an office plans to destroy public records in accordance with an office-specific or the general retention schedule under Appendix A, the official must complete a

Notice of Destruction (Indiana State Form 44905) and provide the original to the Clerk of the Montgomery Circuit Court and a copy to the Indiana Commission on Public Records. Thereafter, the destruction must be delayed 30 days; if there is no contact from the Commission on Public Records during the 30 day period the records may then be destroyed.”

IT IS FURTHER ORDERED that this ordinance shall be effective upon adoption.

All of which is ordered by the Board of Commissioners of Montgomery County this 9th day of March, 2015.

BOARD OF COMMISSIONERS
OF MONTGOMERY COUNTY



Phil Bane, President



Terry Hockersmith, Vice President

James D. Fulwider, Member

Constituting a majority of the Montgomery
County Board of Commissioners

ATTEST:



Jennifer Andel, Auditor

APPENDIX A – RETENTION SCHEDULES

County General Retention Schedule

RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
ADMINISTRATIVE		
GEN 10-1	<p>MINUTES</p> <p>Official minutes of any county/local agency, board, commission, or of any division. THIS IS A CRITICAL RECORD.</p> <p>[IC 5-15-6-2.5]; [IC 5-15-5.1-12]</p>	<p>PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.</p>
GEN 10-2	<p>COUNTY/LOCAL AGENCY, BOARD OR COMMISSION MEETING RECORDINGS</p> <p>For offices, boards or commissions that record their meetings and used the recordings to complete the minutes of the meetings.</p>	<p>ERASE or DESTROY after official minutes derived from them are approved.</p>
GEN 10-3	<p>POLICY FILES – OFFICE HOLDERS, DEPUTIES, AND DIVISION DIRECTORS.</p> <p>These office files document substantive actions of the county or local government unit and constitute the official record of the unit’s performance of its functions and the formation of policy and program initiatives. This series may include various types of records such as correspondence, memos, and reports concerning policy and procedures, organization, program development and reviews. THIS IS A CRITICAL RECORD. Disclosure of these records may be affected by the discretion of a public agency, IC 5-14-3-4(b) (6).</p> <p>[IC 5-15-6-2.5]; [IC 5-15-5.1-12]</p>	<p>PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.</p>
GEN 10-4	<p>GENERAL FILES</p> <p>Office records that are not related to policy implementation. This series includes correspondence, memos, and routine staff files.</p>	<p>DESTROY after three (3) calendar years.</p>
GEN 10-5	<p>LEGAL FILES</p> <p>(Also called Litigation Files) All records pertaining to litigation with the county/local government and all supporting documentation. This includes the Notice of Tort Claim for Property Damage and/or Personal Injury, SF 54668, if a claim is brought against the political subdivision. (See GEN 14-1 if no claim is brought.) Disclosure of these records may be affected by IC 5-14-3-4(a) (1), (3), and (8), and also by the discretion of a public agency, IC 5-143-4(b) (6).</p> <p>Retention consistent with IC 34-11-2-6, IC 35-41-4-2(a), and IC 3411-2-4</p>	<p>RETAIN in office five (5) calendar years after adjudication of litigation. Evaluate and transfer to County Archives, or INDIANA COMMISSION ON PUBLIC RECORDS, STATE ARCHIVES DIVISION, only those files that have been determined to have historical or legal significance.</p>

GEN 10-6	<p>ORDINANCES AND RESOLUTIONS</p> <p>Includes records created by a county/local agency related to the legislature's review of proposed laws or adoption of administrative rule(s). Disclosure of these records may be affected by the discretion of a public agency, IC 5-14-3-4(b)(6).</p>	<p>PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.</p>
GEN 10-7	<p>BUILDING PERMITS</p> <p>[IC 36-7-4-1109]</p>	<p>DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.</p>
GEN 10-8	<p>DISASTER RECOVERY AND CONTINUITY PLANS</p> <p>The copy of all Disaster Recovery/Continuity Plans, including those for electronic systems, as well as supporting documentation used in the development of the plans.</p> <p>Disclosure of these records may be affected by the discretion of a public agency, IC 5-14-3-4(b)(19).</p>	<p>TRANSFER one copy of each plan to the COMMISSION ON PUBLIC RECORDS, STATE ARCHIVES DIVISION, for permanent archival retention, upon its approval by the county/local agency. DESTROY remaining copies when outdated or replaced.</p> <p>DESTROY supporting documentation three (3) years after current plan is outdated or replaced.</p>
GEN 10-9	<p>NOTICES & CERTIFICATES</p> <p>Excludes Form 100R – Certified Report of Names, Addresses, Duties and Compensation of Employees [PERMANENT]</p>	<p>DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.</p>
GEN 14-1	<p>NOTICE OF TORT CLAIM FOR PROPERTY DAMAGE AND/OR PERSONAL INJURY, SF 54668</p> <p>This form is included in GEN 10-5, Legal Files, if a claim is brought against the political subdivision.</p> <p>Retention based on IC 34-11-2-4</p>	<p>DESTROY after three (3) calendar years if a claim is not brought against the political subdivision within the statute of limitations.</p>
ACCOUNTING & FINANCE		
GEN 10-10	<p>RECEIPTS/QUIETUS/RECEIPT REGISTER/QUIETUS REGISTER</p> <p>Retention based on IC 34-11-2-6</p>	<p>DESTROY after six (6) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.</p>
GEN 10-11	<p>VOUCHERS/CLAIMS & PURCHASE ORDERS</p> <p>Includes all claims and requisitions submitted by all county offices and departments, including all supporting documentation.</p> <p>Retention based on IC 34-11-1-2</p>	<p>DESTROY after ten (10) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.</p>

GEN 10-12	POOR RELIEF VOUCHERS/CLAIMS Retention based on IC 34-11-1-2	DESTROY after ten (10) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
GEN 10-13	REGISTER OF POOR RELIEF CLAIMS	DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
GEN 10-14	CANCELLED CHECKS/WARRANTS Retention based on IC 34-11-1-2	DESTROY after ten (10) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. -OR- DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges if GEN 10-19, Bank Statements, includes scanned copies of checks and bank retains physical check copies for ten (10) or more calendar years.
GEN 10-15	CHECK REGISTER/WARRANT REGISTER Retention based on IC 34-11-1-2	DESTROY after ten (10) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
GEN 10-16	PAYROLL RECORDS Applies to Forms 99A, 99B and 99C	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
GEN 10-17	TIME CARDS Includes Weekly Earning Record, work period. Retention based on IC 34-11-2-1	DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
GEN 10-18	BANK RECONCILIATION RECORDS AND REPORTS	DESTROY after six (6) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.

GEN 10-19	BANK STATEMENTS, DEPOSIT TICKETS, RECORD OF DEPOSITORY BALANCES	DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges
GEN 10-20	FEE BOOK	DESTROY after six (6) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
GEN 10-21	ACCOUNTS PAYABLE JOURNAL	DESTROY after six (6) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
GEN 10-22	ACCOUNTS PAYABLE VOUCHER REGISTER	DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
GEN 10-23	TRANSMITTALS Retention based on IC 34-11-2-6	DESTROY after six (6) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
GEN 10-24	INVESTMENTS/INSURANCE REGISTER Form 350 – Register of Investments Form 351 – Register of Insurance	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
GEN 10-25	BONDS, BIDS, CONTRACTS AND LEASES All contracts with vendors or other units of government to provide goods or services. Files also include working papers and similar attachments used by the agency in this process. This record series also applies to an administrative entity receiving revenue through a contract or lease. Retention based on IC 34-13-1-1	DESTROY ten (10) years after expiration of the contract and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
GEN 10-26	AS-SUBMITTED BUDGETS Includes new programs requested, justifications, breakdown of money requested, estimates, reports, and taxpayer notice	DESTROY after five (5) calendar years.

GEN 12-1	<p>PAPER CHECKS & REMOTE-CAPTURE CHECKS</p> <p>Checks deposited with a bank by a governmental entity through the regular deposit process or the digital remote-capture process.</p> <p>Disclosure of these records may be affected by IC 5-14-3-4(a)(5) and IC 5-14-3-4(a)(12)</p> <p>Retention based on IC 34-11-2-6</p>	DESTROY paper upon receipt of deposit report from bank acknowledging the bank's acceptance. RETAIN digital image locally or through bank-provided access for six (6) years and until receipt of STATE BOARD OF ACCOUNTS audit report and satisfaction of unsettled charges.
PERSONNEL		
GEN 10-27	<p>PERSONNEL FILES</p> <p>Personnel records containing documentation of the employee's working career and application for employment with the county/local government unit. Employment application shall include examination records.</p> <p>Personnel files shall be created and maintained for full-time, parttime, and temporary employees, as well as paid and unpaid interns.</p> <p>Disclosure of these records may be affected by the discretion of a public agency, IC 5-14-3-4(b)(2)(3)(4) and (6), and IC 5-14-3-4(b)(8).</p>	DESTROY 75 years after employee is no longer employed by the county/local government unit.
GEN 10-28	<p>EMPLOYEE MEDICAL RECORDS</p> <p>Typical record series could include Employer's Report of Injury, Report of Attending Physician, other medical information used to document work-related illnesses or injuries, and drug test results. Pursuant to United States Equal Opportunity Commission rules, this information "...shall be collected and maintained...in separate medical files..."</p> <p>Disclosure of these records may be affected by IC 5-14-3-4(a)(9) and the discretion of a public agency per IC 5-14-3-4(b)(8) and 29 CFR 1630.14(b)(1).</p>	DESTROY seven (7) years after the employee leaves county/local government.
GEN 10-29	<p>INMATE MEDICAL RECORDS</p> <p>Disclosure of these records may be affected by IC 5-14-3-4(a)(9) and the discretion of a public agency per IC 5-14-3-4(b)(8) and 29 CFR 1630.14(b)(1).</p>	DESTROY seven (7) years after the inmate is released from the jail facility.
GEN 10-30	<p>FAMILY AND MEDICAL LEAVE ACT OF 1993 RECORDS</p> <p>Records may contain applications for Family and Medical Leave (State Form 48370 or its equivalent), and any information related to use the Family and Medical Leave Act (FMLA).</p> <p>Disclosure of these records may be affected by 29 CFR 825.500(g). Retention based on 29 CFR 825.400(b).</p>	DESTROY records after three (3) calendar years if no other Record Series with a longer retention period applies to them. If records are part of another Record Series with a longer retention, follow the retention instruction for that Record Series.

<p>GEN 10-31</p>	<p>EMPLOYMENT APPLICATIONS-NOT HIRED</p> <p>Series includes applications from persons seeking employment who are not hired. Series also contains vacancy notices, job information bulletins, unsolicited resumes, rejection correspondence, examination material, drug test results, and other related materials.</p> <p>Disclosure of these records may be affected by the discretion of a public agency per IC 5-14-3-4 (b)(8)(b).</p> <p>Retention based on IC 4-15-2-15 (b)(4).</p>	<p>DESTROY three (3) calendar years after the decision not to hire.</p>
<p>GEN 10-32</p>	<p>EMPLOYEE HAZARDOUS EXPOSURE RECORDS</p> <p>Typical records could include employee exposure records and/or analyses using exposure or medical records. Disclosure of these records may be affected by IC 5-14-3-4(a) (9).</p>	<p>DESTROY Thirty-five (35) calendar years after employee termination.</p>
<p>GEN 10-33</p>	<p>LOG OF WORK-RELATED INJURIES AND ILLNESSES, OSHA FORM 300 (REVISED 01/2004)</p> <p>In accordance with 29 CFR 1904.0, et seq., every private and public employer with more than ten (10) employees must confidentially record every work-related death and work-related injury and illness meeting specific recording criteria in this federal rule. Electronic (computer) maintenance and retention is permitted. Any medical information attached or included with the OSHA form</p>	<p>DESTROY five (5) years after the end of the calendar year that the records cover.</p>

County Auditor Retention Schedule

RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
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BOOKS, LEDGERS, REGISTERS AND JOURNALS		
AU 10-1	Form PR-1 – Township Poor Relief Ledger Form PR-2 – Township Poor Bond Redemption Ledger Form PR-3 – Ledger – Sale of Poor Bonds Form 24A – Ledger of Appropriations and Disbursements Form 24B – Fund Ledger and Ledger of Receipts Form 24C – Detailed Ledger of Disbursements Form 56 – Venue Book Form 9S – Register of Tax Sales to County Form 37 – Register of School Funds Form 112 – Register of Redemption Bonds Form 53 – Bond Register Form 102 – Register of Trust Funds Form 315 – General Ledger Sheet Form 316 – General Journal Form 358 – Ledger of Receipts, Disbursements and Balances Form 359 – Ledger of Appropriations, Encumbrances, Disbursements and Balances	PERMANENT. MICROFILM according to STANDARDS. Original may be retained in office, transferred to the County Archives upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
AU 10-2	Form 127-CER – Register of Certificate of Error	DESTROY after ten (10) calendar years after receipt of STATE BOARD OF ACCOUNTS Report and satisfaction of unsettled charges.
NOTICES, CERTIFICATES AND CERTIFICATION		
AU 10-3	Form 100R – Certified Report of Names, Addresses, Duties and Compensation of Public Employees	PERMANENT. MICROFILM according to STANDARDS. Original may be retained in office, transferred to the County Archives upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
AU 10-4	Tax Sale Certificate – (Statutory) [IC 34-11-2-5]	DESTROY after five (5) calendar years after receipt of STATE BOARD OF ACCOUNTS Report and satisfaction of unsettled charges.
TAX RECORDS		
AU 10-5	Form 9 – Tax Duplicate Form 35 – Transfer Book Form 63 – Ditch Tax Duplicate Tax Deed – (Statutory) IC 6-1.1-25-5 Form 137 – Tax Sale Record Form 137C – Tax Title Deed to County	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
AU 10-6	Form 24ET – County Auditor's Allocation of License Excise Tax Form 24F – Record of Annual License Excise Tax Form 102 – Apportionment of Taxes Collected	DESTROY after ten (10) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.

AU 10-7	Indiana Property Tax Benefits (Deductions) Homestead Standard Deduction [IC 6-1.1-12-37] Supplemental Homestead Deduction [IC 6-1.1-12-37.5] Solar Energy Heating or Cooling Systems [6-1.1-12-26] Wind Power Device [IC 6-1.1-12-29] Hydroelectric Power Device [6-1.1-12-33] Geothermal Device [6-1.1-12-34] Mortgage Deduction [IC 6-1.1-12-1]	DESTROY three (3) years after sale of property, death, refinance, or other termination of mortgage and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
	Over 65 Deduction [IC 6-1.1-12-9] Blind Deduction [IC 6-1.1-12-11; 12] Over 65 Circuit Breaker Credit [IC 6-1.1-20.6-8.5] Disabled Deduction [IC 6-1.1-12-11; 12] Disabled Veteran Deduction [IC 6-1.1-12-14; 15] Veteran with Service Connected [IC 6-1.1-12-13; 15] Veteran World War One [IC 6-1.1-12-17.4] Surviving Spouse of World War One Veteran [IC 6-1.1-12-16; 17]	
REPORTS, STATEMENTS AND PETITIONS		
AU 10-8	Form PR-6 – County Auditor's Report of Poor Relief Expenditures and Budget Estimates Form 61 – Monthly Financial Statements	DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
AU 10-9	Form 137B – Statement of Costs Paid on Tax Sale Property Form 137W – Petition: For Waiver of Delinquent Taxes, Special Assessments, Interest , Penalties and Costs Assessed Against Property and Transfer of Title of Property of Petitioner	DESTROY after ten (10) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
BONDS, BIDS AND CONTRACTS		
AU 10-10	Form 115 – Bidder's Record	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
BUDGET ESTIMATES AND FUND ENCUMBRANCES		
AU 10-11	Form 63G – Authorization for Encumbrance of General Drain Improvement Fund	DESTROY after ten (10) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
AU 10-12	Form 132M – School Fund Mortgage	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed

upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.

ASSET INVENTORY

AU 10-13	Form 146 – General Fixed Asset Account Group	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
AU 10-14	Form 315A – Inventory Sheet	DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.

County Assessor Retention Schedule

RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
APPEALS PROCESS	FORMS	
AS 12-1	SF 12483 – Petition for Correction of an Error (Form 133) SF 20916 – Notification of Final Assessment Determination (Form 115) SF 21513 – Petition for Review of Assessment by Local Assessing Official – Property Tax Assessment Board of Appeals (Form 130) SF 21522 – Notice of Hearing on Petition – Personal Property SF 43087 – Notice of Defect in Completion of Assessment Appeal Form SF 49149 – Notice of Hearing on Petition – Real Property – County Tax Assessment Board of Appeals SF 53165 – Petition for Waiver of Penalties Against a Taxpayer or Taxpayers Representative on Real or Personal Property (Form 137 TP) SF 53626 – Joint Report by Taxpayer/Assessor to the County Board of Appeals of a Preliminary Informal Meeting (Form 134) SF 53958 – Short – Taxpayer’s Notice to Initiate Appeal (Form 130)	DESTROY after five (5) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
ASSESSMENT FORMS		

AS 12-2	<p>SF 466 – Notice of Assessment of Mobile Home (Form 2) SF 786 – Notice of Assessment Registration SF 7878 – Mobile Home Permit SF 9931 – Property Schedule for Gas and Oil Well Assessment (Form G&O-1) SF 9283 – Report of Assessment for Omitted or Undervalued Property Assessment and Assessment Penalty (Form 122) SF 17592 – Petition for Survey and Reassessment – Real and personal Property Partially or Totally Destroyed by Disaster (Form 137R) SF 18158 – Real Property Assessor’s Book SF 18160 – Personal Property Assessor’s Book SF 18602 – Certification by County Assessor (of Railroad and Public Utility Assessments) SF 18603 – Certification by Township Assessor (of Railroad and Public Utility Assessments) SF 21366 – Notice of Assessment of Land and Structures (Form 11 R/A) SF 21368 – Township Report to County Assessor SF 21519 – Notice of Review of Current Year’s Assessment (Form 111/PP) SF 21521 – Notice of Assessment/Change (By an Assessing Official) (Form 113/PP) SF 22691 – Report to County Auditor of Added Assessments and Assessment Penalties (Form 122A) SF 45650 – Notice of Assessment of Land and Structures</p>	DESTROY after five (5) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
	<p>(Form 11 C/I) SF 46725 – Notice of Assessment by Assessing Official (Form 113) SF 46885 – Application for Wetland Adjustment to Land Assessed Using the Agricultural Soil Productivity Method SF 49865 – Annually Assessed Mobile Home Assessor’s Book (Form 29MH) SF 51536 – Affidavit of Destroyed or Removed Property (Form 135) SF 51766 – Compliance with Statement of Benefits – Real Estate Improvements (Form CF-1/Real Property) SF 53949 – Petition for Review of Order Making Annual Adjustments to Assessed Valuation SF 53950 – Permanently Flooded or Access is Permanently Prevented by Flooding (Form 137PF)</p>	
AS 12-3	SF 51767 – Statement of Benefits – Real Estate Improvements (Form SB-1/Real Property)	DESTROY after ten (10) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.

DEDUCTION FORMS		
AS 12-4	<p>SF 12662 – Application for Tax Deduction for Disabled Veterans, WWI Veterans and Surviving Spouses of Certain Veterans</p> <p>SF 18379 – Application for Deduction from Assessed Valuation of Structures in Economic Revitalization Areas (Form 322/RE)(ERA)</p> <p>SF 45651 – Statement for Deduction of Assessed Valuation (Fertilizer and Pesticide Storage Improvements)</p> <p>SF 52500 – Statement for Deduction of Assessed Valuation Building Constructed of Coal Combustion Products (Form RE-CCP)</p> <p>SF 53179 – Application for Deduction from Assessed Valuation – Real Property Vacant Building Deduction (Form 322/VBD)</p> <p>SF 53812 – Application for Model Residence Deduction</p>	DESTROY after five (5) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
AS 12-5	<p>SF 5473 – Claim for Homestead Property Tax Standard/Supplemental Deduction (Form HC10)</p> <p>SF 18865 – Statement for Deduction of Assessed Valuation (Attributed to Solar Energy System/Wind, Geothermal or Hydroelectric Power Device) (Form SES/WPD)</p> <p>SF 43708 – Application for Senior Citizen Property Tax Benefits</p> <p>SF 43709 – Statement of Mortgage of Contract Indebtedness for Deduction from Assessed Valuation</p> <p>SF 43710 – Application for Blind or Disabled Person’s Deduction from Assessed Valuation</p> <p>SF 49567 – Application for Deduction from Assessed Valuation of Rehabilitated Property (Form 322A)</p> <p>SF 49568 – Application for Deduction from Assessment of Rehabilitated Property (Form 322)</p> <p>SF 52501 – Enterprise Zone Investment Deduction Application (Form EZ-2)</p>	DESTROY after ten (10) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
EXEMPTION FORMS		
AS 12-6	SF 49585 – Notice of Action on Exemption Application (Form	DESTROY after five (5) calendar years and after
	120) SF 54173 – Notice of Change of Ownership of Exempt Property	receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
AS 12-7	SF 9284 – Application for Property Tax Exemption (Form 136)	DESTROY after ten (10) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.

PERSONAL PROPERTY FORMS		
AS 12-8	<p>SF 10068 – Business Tangible Personal Property Return (Form 104)</p> <p>SF 11274 – Business Tangible Personal Property Return (Form 103-Short)</p> <p>SF 11405 – Business Tangible Personal Property Assessment Return (Form 103-Long)</p> <p>SF 12980 – Schedule of Adjustments to Business Tangible Personal Property Return (Form 106)</p> <p>SF 22649 – Return for Interstate Carriers (Form 103-I)</p> <p>SF 22667 – Return of Special Tools (Form 103-T)</p> <p>SF 23000 – Information Return of Not Owned Personal Property (Form 103-N Schedule I)</p> <p>SF 24056 – Claim for Exemption of Air or Water Pollution Control Facilities (Form 103-P)</p> <p>SF 24057 – Information Return of Owned Personal Property (Form 103-O)</p> <p>SF 34608 – Report to Department of Local Government Finance by County Assessor (Form 15)</p> <p>SF 42963 – Application for Deduction from Assessed Valuation – Maritime Opportunity District (Form MOD-1)</p> <p>SF 50006 – Farmer’s Tangible Personal Property Assessment Return (Form 102)</p> <p>SF 51765 – Compliance with Statement of Benefits Personal Property (Form CF-1/PP)</p> <p>SF 52497 – Business Tangible Personal Property Depreciable Assets in Pool 5 (Form 103-PS)</p> <p>SF 52498 – Schedule of Deduction from Assessed Value Pool 5 Property in Economic Revitalization Area (Form 103PS/ERA)</p> <p>SF 52499 – Statement for Deduction of Assessed Valuation (Investment Property Purchased by Manufacturers of Recycled Coal Combustion Products) (Form PP-CCP)</p> <p>SF 53854 – Business Tangible Personal Property (Form 103-SR – Single Return)</p> <p>SF 53855 – Business Tangible Personal Property (Form 104SR – Single Return)</p> <p>SF 54182 – Claim for Exemption of Enterprise Information Technology Equipment (Form 103-IT)</p> <p>SF 54484 – Equipment List for New Additions to CTP Deduction Personal Property in Certified Technology Park (Form 103-CTP/EL)</p>	DESTROY after five (5) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.

AS 12-9	SF 51764 – Statement of Benefits Personal Property (Form SB-1/PP) SF 52503 – Schedule of Deduction from Assessed Valuation Personal Property in Economic Revitalization Area (Form 103-ERA)	DESTROY after ten (10) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
	SF 52515 – Equipment List for New Additions to ERA Deduction Personal Property in Economic Revitalization Area (Form 103-EL) SF 54483 – Schedule of Deduction from Assessed Valuation Personal Property in Certified Technology Park (Form 103-CTP)	
UTILITY FORMS		
AS 12-10	SF 31289 – Annual Report – Railroad Property (U.D. Form 32) SF 40408 – Annual Report (U.D. Form 45) SF 46373 – Report of Railcar Tax (DLGF RC-1) SF 47336 – Water Pollution Control Equipment (Schedule A4) SF 47337 – Air Pollution Control Equipment (Schedule A-3) SF 47338 – REMC Schedule (Schedule A-5) SF 47339 – Pipe Valuation (Schedule A-6) SF 47340 – Utility Distributable Property of Pipeline Companies (Schedule A-7) SF 47341 – Value of Buses and Tires (Schedule A-8) SF 52446 – Statement of Benefits – Utility Distributable Property (Form SB-1/UD) SF 52447 – Schedule of Deduction from Assessed Valuation Utility Distributable Property in Economic Revitalization Area (Form UD-ERA) SF 52448 – Compliance with Statement of Benefits – Utility Distributable Property (Form CF-1/UD)	DESTROY after five (5) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.

MISCELLANEOUS		
AS 12-11	SF 23261 – Power of Attorney SF 23341 – Notice of Placing of Mobile Home Upon Land or Lot – Form 1 SF 43779 – Commercial Vessel Tonnage Tax Return SF 46021 – Sales Disclosure Form (IC 6-1.1-5.5-3(c)) SF 52694 – County Option Dog Tax SF 53569 – Tax Statement (Form TS-1A) SF 53915 – Tax Statement (Form TS-1P) SF 53954 – Authorization for Receipt of Electronic Property Tax Statements SF 54060 – Tax Statement (Form TS-1L) SF 54193 – Certificate of Net Assessed Valuations to the Department of Local Government Finance	DESTROY after five (5) calendar year receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
AS 12-12	SF 50055 – Indiana Residential Property Record Card SF 50056 – Indiana Commercial and Industrial Property Record Card SF 50057 – Indiana Agricultural Property Record Card	DESTROY after ten (10) calendar year receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
AS 12-13	Inheritance Tax	DESTROY after ten (10) calendar year receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
OBSOLETE FORMS		
AS 12-14	SF 1882 – Fixed Personal Property of Public Utilities (Form 1 – Tax Return) SF 46062 – Information Return of Not Owned Locally Assessed Personal Property (Form 1-N) SF 22671 – Individual’s Tangible Personal Property Assessment Return (Form 101)	DESTROY after five (5) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.

County Clerk Retention Schedule for Non-Judicial Records Only

RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
CL 10-1	RETAIL DISTRESS SALE APPLICATION & LICENSE Licensing of Retail Distress Sales – includes original inventory. Application for Going Out of Business, Removal and Fire Sale License. [IC 25-18-1-7] Copy of License also retained by Auditor.	DESTROY after five (5) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. FILE Application and Inventory together as a Unique Record in a Separate File System.
CL 10-2	RETAIL DISTRESS SALE COPY OF INVENTORY Form 16 Form 16-W Form 16 pr [IC 25-18-1-5]	DESTROY after one (1) calendar year. FILE Application and Inventory together as a Unique Record in a Separate File System.

CL 10-3	<p>RETAIL DISTRESS SALES BOOK</p> <p>(Licensing of Retail Distress Sales)</p> <p>[IC 25-18-1-7]</p>	<p>TRANSFER to the INDIANA STATE ARCHIVES, COMMISSION ON PUBLIC RECORDS, for EVALUATION WEEDING and SAMPLING three (3) years after completion of book. FILE Application and Inventory together as a Unique Record in a Separate File System.</p>
CL 10-4	<p>CONFLICT OF INTEREST DISCLOSURE</p> <p>[IC 35-44-1-3(d)(6)(B)]</p>	<p>DESTROY after four (4) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. FILE as a Unique Record in a Separate File System.</p>
CL 10-5	<p>CORONER'S INQUEST-VERDICT AND WRITTEN REPORT OF DEATH</p> <p>Copy sent to Clerk's Office prior to 07/01/1994.</p> <p>[IC 36-2-14-10(a)]</p>	<p>PERMANENT. RETAIN in office or TRANSFER after twelve (12) calendar years to COUNTY ARCHIVES or INDIANA STATE ARCHIVES, COMMISSION ON PUBLIC RECORDS.</p>
CL 10-6	<p>OATHS/CERTIFICATES OF PUBLIC OFFICIALS</p> <p>(Certificate of Appointment and Election, SF 31228 and SF 32229)</p> <p>SF 47857(96)</p> <p>[IC 5-4-1-4(b)] (Originals)</p> <p>Examples include: County Officers: Auditor, Clerk, Recorder, Treasurer, Sheriff, Surveyor, and Assessor. Other Public Officials: Constables, Small Claims Court.</p> <p>Oaths of Deputy Clerks of Circuit Court, Local Alcoholic Beverage Commission Appointed Members. [IC 7.1-2-4-20] Library Board Members. [IC 36-12-2-19 (c)]; [IC 36-12-7-4(d)]</p>	<p>TRANSFER to the INDIANA STATE ARCHIVES, COMMISSION ON PUBLIC RECORDS, for EVALUATION, WEEDING and SAMPLING one (1) year after completion of term (if public official has not retained this record and if on file as a public record).</p>
CL 10-7	<p>LIST OF LICENSED CHILD PLACING AGENCIES</p> <p>Compiled by Division of Family and Children, FSSA. [IC 31-19-8]</p>	<p>DESTROY two (2) calendar years after expiration of list. FILE as a Unique Record in a Separate File System.</p>
CL 10-8	<p>MEDIATORS LISTS</p> <p>(Provided by Supreme Court of Indiana)</p>	<p>DESTROY after five (5) calendar years. FILE as a Unique Record in a Separate File System.</p>

	Listing of approved alternative dispute mediators and type of case in which they are authorized to serve. (Supreme Court Alternative Dispute Resolution Rule 2.3)	
CL 10-9	<p>NOTARY PUBLICS MONTHLY LIST</p> <p>Monthly list of newly commissioned Notaries in a county. Published monthly by Secretary of State.</p> <p>[IC 33-42-2-8]</p>	DESTROY after one (1) calendar year and when replaced by Annual List (see COCLK 2010-10).
CL 10-10	<p>NOTARY PUBLICS ANNUAL LIST</p> <p>Annual List of newly commissioned Notaries in a county. Published yearly by Secretary of State.</p> <p>[IC 33-42-2-8]</p>	DESTROY after four (4) calendar years. FILE as a Unique Record in a Separate File System.
CL 10-11	<p>PERPETUAL CARE OF CEMETERY ENDOWMENT ACCOUNTING AND REPORT</p> <p>(prior to July 1, 1994) [IC 23-14-48]</p>	RECORD in Non-Judicial Order Book. FILE with County Recorder after July 1, 1994. See Administrative Rule 7 for retention instructions for the Non-Judicial Order Book [AR-7, 85-1.1-19.1R].
CL 10-12	<p>RESOLUTIONS OR MEMORIALS FROM LOCAL BAR ASSOCIATIONS</p> <p>(Traditional practice by members of Local Bar and Judiciary)</p>	TRANSFER to the INDIANA STATE ARCHIVES, COMMISSION ON PUBLIC RECORDS, for EVALUATION, WEEDING and SAMPLING after three (3) years, if not placed in Non-Judicial Order Book.
CL 10-13	<p>DECLARATION OF LOCAL DISASTER.</p> <p>[IC 10-14-3-29(a)(2)]</p>	RECORD in Non-Judicial Order Book. See Administrative Rule 7 for retention instructions for the Non-Judicial Order Book [AR-7, 85-1.119.1R].
CL 10-14	<p>ORDERS CREATING OR AMENDING RULES OF PROCEDURE</p> <p>(Supreme Court Order)</p>	DESTROY upon publication of annual rules. POST as required by order. MAINTAIN Original as Unique Record.
CL 10-15	<p>OFFICIAL SEAL OF RECORDER-IMPRESSION AND VERIFIED DESCRIPTION.</p> <p>[IC 36-2-11-23(a)]</p>	RECORD in Non-Judicial Order Book. See Administrative Rule 7 for retention instructions for the Non-Judicial Order Book [AR-7, 85-1.119.1R].

CL 10-16	INDIANA DEPARTMENT OF TRANSPORTATION/NOTICE OF OFFICIAL ACTION (Speed Zones, Flashing Lights, etc.)	DESTROY after three (3) calendar years when outdated or superseded.
CL 10-17	BAIL AGENT LICENSE/POWER OF ATTORNEY [IC 27-10-3]	DESTROY three (3) calendar years after expiration of license.
CL 10-18	CASH BOND RECORD	DESTROY six (6) calendar years after bond becomes distributable and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
CL 10-19	MONTHLY NOTICE OF ALCOHOLIC BEVERAGE COMMISSION (ABC) MEETING	DESTROY after one (1) calendar year and when replaced by Annual List (see CL 10-20).
CL 10-20	YEARLY REGISTRY OF ALCOHOLIC BEVERAGE PERMITS [IC 7.1-2-3-9.1]	DESTROY after the new registry is available for public inspection.
CL 10-21	CHILD SUPPORT DOCKETS Form 45 – Support Docket Form 45L – Support Docket-Loose Leaf	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.

ISETS RECORDS (INDIANA SUPPORT ENHANCED TRACKING SYSTEM)	<u>COUNTY FORM #</u>		
CL 10-22	<u>ISETS FORM #</u>	N/A	DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
	WEAAD631 Name And Address Notification Report	245 ADR Agency Disbursement Report	
	WEAAD564 Agency Disbursement Report	246 DCB-Daily Support Cash Book 247 DRR-Daily Receipts Register	
	WEAAC224 Daily Balance Report	N/A	
	WEAAC200 Receipt Balance Report	245 DCR Daily Check Register	
	WEAAD561 Disbursement Report	245 VCR-Voided and Reissued Checks (Daily and Monthly)	
	FSASECWD Check Register		
	WEAAC223 Voided And Reissued Report	244 DUR-Daily Undistributed Receipts	
	WEAAD302 Undistributed Receipt Report	247SAB-Summary of Approved Receipt Batches	
	WEAAC205 Reconciliation Report	245 MCC-Cleared Checks	
		250 ARR-Accounts Receivable Recoupment's	
		246 MBR-Clerk's Support Bank Reconciliation	
		245OSC- Outstanding Check Report	
	245-Tape Reconciliation of Checks		
WEACC920 Outstanding Check Report			
WEACC921 Tape Reconciliation Report			
* Including all other supporting documents as determined by the Indiana Department of Child Services			
CL 10-23	CHECK FORM 245 Check Form	DESTROY after six (6) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.	

CL 10-24	WEAAD310 TRIAL BALANCE REPORT	NOTE: This form will be discontinued, except for counties that find the report useful. If generated: DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
CL 10-25	WEAAD REPORTS WEAAD418 Potential Refund Report WEAAD904 Aging of Paternity Reports WEAAD905 Aging of Established Cases (EOM) WEAAD923 Delinquency Reports	These report forms have been, or will be, routed to the County Prosecutor. These reports are maintained by the County Prosecuting Attorney.
CLERK'S FEE & CASH BOOK		
CL 10-26	FEE AND CASH BOOK ISSUE DOCKET 1790-1913	Destroy per Administrative Rule 7, 85-1.1-02.
CL 10-27	ENTRY, ISSUE DOCKET & FEE BOOK (Civil Docket, 1970 +) - 1913 – 1990	PERMANENT. Maintain per Administrative Rule 7, 85-1.1-03R.
CL 10-28	REVISED FORM 41 - 1990 + FORM 44 - Register of Fees and Funds Held in Trust	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
CL 10-29	CLERK'S CASH BOOK OF RECEIPTS AND DISPURSEMENTS FORM 27A Form 27CC - County Court Cash Book of Receipts	DESTROY after six (6) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
ELECTION RECORDS		
CL 10-30	Poll lists, absentee ballot applications, ballot envelopes, tally sheets, ballots and computer programs used to tabulate votes [IC 3-10-1-31; IC 3-10-1-31.1; IC 3-12-4-13]	DESTROY twenty-two (22) months after the election for which the records were produced.
CL 10-31	Unused Ballots NOTE: Any record concerning an issue in litigation must be retained until the controversy is resolved, subject to orders of the court	DESTROY after filing deadline for recount petition. Retain one copy for election record.
CL 10-32	Voter Registration Records Canceled registration records Voter declination records [IC 3-7-27-6 (b)]	DESTROY two (2) years after the date of the previous general election.

CL 10-33	Campaign Finance Records - General [IC 3-9-4-6]	DESTROY four (4) years from December 1 following the election to which they pertain unless the records are in litigation.
CL 10-34	Campaign Finance Records – Judicial	DESTROY six (6) years from December 1 following the election to which they pertain unless the records are in litigation.
CL 11-01	PASSPORT APPLICATION TRANSMITTAL	DESTROY two (2) years after creation. Destruction must meet standards determined by U.S. Department of State.
CL 13-01	MARRIAGE RECORDS Includes Application for Marriage License, Record of Marriage, Marriage Index, Marriage Licenses and other related records. [Applications for Marriage may be PARTIALLY CONFIDENTIAL beginning in 1958. Disclosure of these records is subject to IC 5-14-	PERMANENT. May be MICROFILMED according to 60 IAC 2 STANDARDS. Original may be retained in office or may be transferred to the County Archives or State Archives upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
	3-4(a)(12) and IC 5-15-6-7(c)(6)].	

County Coroner Retention Schedule

RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
CO 10-1	CORONER'S VERDICT AND WRITTEN REPORT IC 36-2-14-10(a)	PERMANENT. Original may be retained in office or destroyed if MICROFILMED according to 60 IAC 2 STANDARDS and upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
CO 10-2	MEDIA RELEASE	DESTROY after one (1) calendar year.
CO 10-3	CORONER'S REPORT Identification of deceased, time and date of death, officers and officials present. IC 36-2-14-18(a)	PERMANENT. Original may be retained in office or destroyed if MICROFILMED according to 60 IAC 2 STANDARDS and upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.

CO 10-4	<p>CORONER'S AUTOPSY REPORT</p> <p>Written document of complete autopsy and finding of Pathologist. Produced by Pathologist. Includes autopsy photos.</p> <p>Full autopsy report non-disclosable at discretion of agency, if applicable (when Coroner has investigated a crime).</p> <p>Autopsy: 1. Photos; 2. Video recordings; and 3. Audio are CONFIDENTIAL under IC 5-14-3-4(a)(11); IC 36-2-14-10(b).</p> <p>Any health records obtained under IC 36-2-14-21 are CONFIDENTIAL. IC 36-2-14-21(d)</p>	PERMANENT. Original may be retained in office or destroyed if MICROFILMED according to 60 IAC 2 STANDARDS and upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
CO 10-5	<p>SCENE PHOTOS</p> <p>Non-disclosable at discretion of agency, if applicable (when Coroner has investigated a crime) under IC 5-14-3-4(b)(1)</p>	PERMANENT. Original may be retained in office or destroyed if MICROFILMED according to 60 IAC 2 STANDARDS and upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
CO 10-6	<p>TOXICOLOGY REPORT</p> <p>Non-disclosable at discretion of agency, if applicable (when Coroner has investigated a crime) under IC 5-14-3-4(b)(1)</p>	PERMANENT. Original may be retained in office or destroyed if MICROFILMED according to 60 IAC 2 STANDARDS and upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
CO 10-7	<p>EVIDENCE GENERATED BY CORONER'S OFFICE</p> <p>DNA Stain Card, Suicide Notes Non-disclosable at discretion of agency, if applicable (when Coroner has investigated a crime) under IC 5-14-3-4(b)(1)</p>	DESTROY after 100 Years.
CO 10-8	<p>INVESTIGATIVE REPORT (Investigation Notes)</p> <p>Non-disclosable at discretion of agency under IC 5-14-3-4(b)(1)</p>	PERMANENT. Original may be retained in office or destroyed if MICROFILMED according to 60 IAC 2 STANDARDS and upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
CO 10-9	<p>CORONER'S RELEASE FOR CREMATION</p>	PERMANENT. Original may be retained in office or destroyed if MICROFILMED according to 60 IAC 2 STANDARDS and upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
CO 10-10	<p>CHAIN OF CUSTODY AND PROPERTY RELEASE FORM Non-disclosable at discretion of agency under IC 5-14-3-4(b)(1) if applicable (when Coroner has investigated a crime)</p>	PERMANENT. Original may be retained in office or destroyed if MICROFILMED according to 60 IAC 2 STANDARDS and upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
CO 10-11	<p>CLOTHING AND PERSONAL PROPERTY FORM</p>	DESTROY after ten (10) years.

County Prosecutor Retention Schedule

RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
PR 12-1	<p>DEPARTMENT OF CHILD SERVICES CASE HISTORIES</p> <p>Includes information on all Indiana child support cases (both Title IV-D and non Title IV-D) and any out of state child support cases where Indiana is involved. Supporting documents include state and/or federal forms, memos and correspondence. Disclosure of these records may be affected by 45 CFR 303.15. Retention based on 45 CFR 302.15</p>	DESTROY individual records three (3) calendar years after closure of the case, which happens when the noncustodial party's payment obligation has officially ended.

County Recorder Retention Schedule

RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
ENTRY OF INSTRUMENTS FOR RECORDING		
RE 10-1	<p>ENTRY BOOK</p> <p>[IC 32-21-2-10]</p>	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
RE 10-2	<p>ORIGINAL INSTRUMENTS NOT RETURNED TO THE PUBLIC</p> <p>These may include leases, wills and testaments, bills of sale, powers of attorney, articles of incorporation, deeds, mortgages, chattel mortgages, and other instruments.</p>	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
LAND TRANSFERS		
RE 10-3	<p>ORIGINAL/OFFICIAL DEED RECORD & INDEX TO ORIGINAL/INDEX TO OFFICIAL DEED RECORD</p> <p>[IC 32-21-4-1]; [IC 32-21-2-6]</p> <p>Official is original or copy of original deed record</p>	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the

		INDIANA COMMISSION ON PUBLIC RECORDS.
RE 10-4	CEMETERY DEED RECORD [IC 14-21-3-1]	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
RE 10-5	SHERIFF'S DEED RECORD [IC 36-2-11-8]	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
RE 10-6	TAX [SALE] DEED RECORD [IC 36-2-11-8]	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
RE 10-7	QUIET TITLE RECORD/INDEX TO QUIET TITLE RECORD [IC 32-30-3-17]	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.

RE 10-8	TRACT BOOK This is an abstract to land grants made by the federal government, showing dates of grant and filings; location and description of tract; and name, age, and nationality of patentee; also known as Letters Patent Land and Lists of Land Entries.	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
RE 10-9	PLAT BOOK/PLAT BOOK GENERAL INDEX/PLATS [IC 36-7-3-3]	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
RE 10-10	INDEX OF NOTICES OF CLAIM TO REAL PROPERTY [IC 32-20-4-2]	DESTROY fifty-five (55) years after satisfaction of lien.
RE 10-11	DORMANT MINERAL INTEREST RECORD [IC 32-23-10-7]	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
MORTGAGE TRANSACTIONS		
RE 10-12	ORIGINAL/OFFICIAL MORTGAGE RECORD & INDEX TO ORIGINAL/INDEX TO OFFICIAL MORTGAGE RECORD [IC 36-2-11-8]	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
RE 10-13	SCHOOL FUND MORTGAGE RECORD [IC 36-2-11-8]	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.

RE 10-14	RELEASE OF MORTGAGE RECORD [IC 32-29-6-9]	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
LIENS		
RE 10-15	MECHANIC'S LIEN RECORD/INDEX TO MECHANIC'S LIEN RECORD [IC 32-28-3]	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
RE 10-16	NOTICE OF FEDERAL TAX LIEN Form 668 (Y) (c) 1993.	DESTROY after ten (10) calendar years.
OLD AGE ASSISTANCE		
RE 10-17	ABSTRACT OF OLD-AGE CERTIFICATES -- LEDGER [IC 12-14-13-5 (3); 1936-1945 and 1947-present]	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
RE 10-18	CERTIFICATE FOR SUPPLEMENTAL ASSISTANCE TO AGED PERSONS [IC 12-14-13-5 (3)]	DESTROY twenty-five (25) years after satisfaction of lien.
MILITARY RECORDS		
RE 10-19	ARMED FORCES DISCHARGE RECORD (DD214) [IC 10-17-2-1] These records include any military discharge record 1864 to present.	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
BUSINESS ASSOCIATIONS		
RE 10-20	ARTICLES OF ASSOCIATION AND INCORPORATION RECORD [IC 23-1-38-6]	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval

		from the INDIANA COMMISSION ON PUBLIC RECORDS.
RE 10-21	<p>INCREASE AND DECREASE OF CAPITAL STOCK</p> <p>These are the original filings of papers pertaining to increase and decrease of capital stock of companies.</p>	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
RE 10-22	<p>RESOLUTIONS OF CORPORATIONS AND ASSOCIATIONS</p> <p>These are the original filings of resolutions made by corporations and associations regarding business agreements.</p>	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
RE 10-23	<p>REVOCATIONS</p> <p>These are the original filings of certificates issued by Secretary of State and filed with Recorder, revoking the business privileges of various incorporated firms.</p>	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
RE 10-24	<p>CO-PARTNERSHIP RECORD / PARTNERSHIP AGREEMENTS</p> <p>[IC 23-15-1-1]</p>	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
MISCELLANEOUS INSTRUMENTS		
RE 10-25	<p>MISCELLANEOUS RECORD</p> <p>These include transcripts of miscellaneous instruments such as affidavits, wills, agreements, articles of association and incorporation, amended articles, bills of sale, certificates, contracts, liens, dissolutions, inventions, leases, powers of attorney, and resolutions. [IC 36-2-11-8]</p>	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.

RE 10-26	REGISTER OF FARM NAMES [IC 36-2-11-17]	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
RE 10-27	FENCE MARKS RECORD [IC 32-26-7-1]	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
RE 10-28	OFFICIAL BOND REGISTER [IC 5-4-1-5.1]	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
RE 10-29	OFFICIAL BONDS This series includes official bond, computer index, and paper index.	DESTROY after ten (10) calendar years.
UNIFORM COMMERCIAL CODE		
	UNIFORM COMMERCIAL CODE INFORMATION REQUESTS UCC FORM 11	DESTROY six (6) calendar years after lapse or termination.
RE 10-30		
RE 10-31	UNIFORM COMMERCIAL CODE FINANCING STATEMENT FILES Alpha files. [IC 26-1-9.1-501 (d)]	DESTROY six (6) calendar years after lapse or termination.
RE 10-32	UNIFORM COMMERCIAL CODE FINANCING STATEMENT INDEX Numerical file. [IC 26-1-9.1-502]	DESTROY six (6) calendar years after lapse or termination.
RE 10-33	UNIFORM COMMERCIAL CODE TERMINATION FILE [IC 26-1-501 (i) (1)]	DESTROY six (6) calendar years after lapse or termination.
RE 10-34	RECORD OF INSTRUMENTS COPIED OR PROOFED County Form 138.	DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.

OFFICE ADMINISTRATION		
RE 10-35	FEE AND CASH BOOK	DESTROY after six (6) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
RE 10-36	MONTHLY MORTGAGE RELEASE REPORT TO COUNTY AUDITOR [IC 36-2-11-24]	DESTROY after five (5) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
RE 10-37	PICK-UP CARDS [PLATS] Form 26-5-1 [IC 36-7-3-3]	DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
RE 10-38	STATISTICS BOOK These may include any or all of the following: monthly totals, front counter annual totals, UCC annual totals, copy department annual statistics, CD revenue, general fund revenue.	DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
RE 10-39	LOGS	DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit
	These may include any or all of the following: express and postal mail; plats/survey sheet and change of custody form; re-scan listing, correction, and tracking sheet; receipts list, pick-up and mail-out book, township and surveyor pick-up list; CD and microfilm pick-up sheet.	Report and satisfaction of unsettled charges.
RE 10-40	INVOICES AND PACKING LISTS	DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.

County Treasurer Retention Schedule

RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
TR 10-1	<p>PERMANENT TAX RECORDS</p> <p>Form 9 (R 1991) Tax Duplicate. Form 63 (R 1967) Ditch Duplicate. Form 63M (1972) Ditch Duplicate for Maintenance Assessments.</p> <p>Form 74T (1977) Treasurers Record of Delinquent Personal Property Tax and Judgment Docket.</p> <p>Form 137 (1988) Tax Sale Record.</p>	<p>PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.</p>

	Delinquent Tax Duplicates (through 1876; now obsolete).	
TR 10-2	<p>NON-PERMANENT TAX RECORDS</p> <p>Form 18 (R 1989) Real Estate Tax Statement/Receipt. Form 18CD (R 1978) Conservancy District Tax Statement/Receipt. Form 18P (R 1988) Personal Property Tax Statement/Receipt. Form 18TJ (R1988) Personal Property Tax Judgment/Receipt. Form 63A Drainage Maintenance Tax Statement/Receipt. Form 135 (R 1988) Mobile Home Tax Statement/Receipt. Form 137B (1992) Statement of Costs Paid on Tax Sale Property.</p> <p>Form 143 (R 1977) County Treasurers Record of Demands for Payment of Delinquent Personal Property, Levies on and Sales of Personal Property, Certification to Clerk of Circuit Court, and Record of Notice Precedent to Executions.</p> <p>Form 143B (R 1991) Demand Notice, Personal Property Taxes. SF 13 (R 1957) Inheritance Tax Report. SF 14 (R 1973) Inheritance Tax Receipt.</p>	DESTROY after ten (10) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
TR 10-3	<p>BANKRUPTCY FILES</p> <p>May contain Notice of Commencement of Case/ Notice of Pendency, Discharge of Debtors/Discharge in Bankruptcy, and other related information for court.</p>	DESTROY five (5) calendar years after Discharge of Debtors/Discharge in Bankruptcy, and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
TR 10-4	<p>INDEX CARDS TO BANKRUPTCY FILES</p> <p>Open Files</p>	RETAIN in office until moved to Closed Files. DESTROY in conjunction with bankruptcy files after five (5) calendar years.
TR 10-5	<p>NONPERMANENT REGISTERS</p> <p>Form 63B (1953) Register of Ditch Assessments Collected. Form 65 (R 1967) Register of Taxes Collected. Form 65STF (1949) Surplus Tax Fund Ledger.</p>	DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
TR 10-6	<p>PERMITS</p> <p>SF 7878 - Mobile Home Permit for Moving or Transferring Title (Copies only; originals given to customer; copies also retained by county assessor).</p>	DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
TR 10-7	<p>RECORD OF APPROPRIATION & DISBURSEMENTS</p> <p>(Applies to combined form after 1925.)</p>	DESTROY after one (1) year only if county auditor retains a copy.

