

# Best Practices for Preserving Board Minutes



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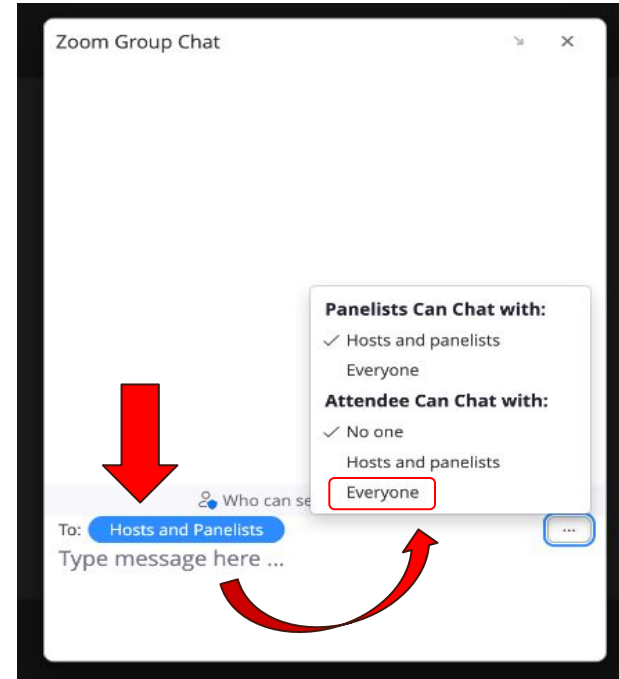
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# Indiana State Library webpage links

- **Archived Webinars page**  
<https://continuinged.isl.in.gov/find-training/archived-trainings>
- **Wednesday Word**  
<https://www.in.gov/library/news/newsroom>
- **Continuing Education**  
<https://continuinged.isl.in.gov/find-training>

# Just a reminder ...



# Agenda

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**Background**

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**Retention Schedule**

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**Best Practices**

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**Questions**

**Meet our presenter ...**

**Kim Hagerty**



Director of Digitization &  
Micrographics Services



— 01 —  
**Background**

— 02 —

# Retention Schedule

**GEN 10-01**  
**Minutes**



## County/Local General Retention Schedule (GEN)

INDIANA ARCHIVES AND RECORDS ADMINISTRATION – County Records Management

ITEM #	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
<b>ADMINISTRATIVE</b>			
1	GEN 10-01	<b>MINUTES</b> Official minutes of any county/local agency, board, commission, or of any division. Includes agendas and other supporting documents presented at the meeting. <b>THIS IS A CRITICAL RECORD.</b> Retention based on IC 5-15-5.1-5(a) (9), and IC 5-15-5.1-12.	<b>PERMANENT and CRITICAL.</b> MICROFILM according to 60 IAC 2 standards. <b>TRANSFER</b> original microfilm roll to the INDIANA ARCHIVES after verification for completeness and legibility. <b>MAINTAIN</b> duplicate microfilm roll permanently in office of origin. <b>DESTROY</b> hard copies after verification of INDIANA ARCHIVES transfer.



— 03 —

# **Best Practices**

# Best practices to consider ...

1. Scan documents in house
  - Which documents should be scanned?  
All agendas, minutes, and supporting documents presented in meetings
  - Settings: 300 DPI, TIF format preferred, PDF is acceptable
2. Save documents by dates YYYY-MM-DD (arrange in folders by year)
3. IARA does not require a scheduled timeline for preservation
4. Send files to IARA via USB vs sending original documents
5. Microfilming documents
  - Doesn't make sense to do this yearly (2,500 documents = a 16mm microfilm reel)
  - Depending on how many documents, might be best to send every 20 years



— 04 —  
**Questions**

# Resources

- **IARA State Imaging Lab**  
<https://www.in.gov/iara/divisions/imaging-and-microfilm-services/>
- **New Director Manual 2022, Chapter 14 Public Library Records Retention**  
[https://www.in.gov/library/files/NDM2022\\_Chapter\\_14.pdf](https://www.in.gov/library/files/NDM2022_Chapter_14.pdf)  
(This link is subject to change with updates to the manual)
- **Public Library & County/Local Retention Schedule**  
[https://www.in.gov/iara/files/county\\_library.pdf](https://www.in.gov/iara/files/county_library.pdf)  
[https://www.in.gov/iara/files/county\\_general.pdf](https://www.in.gov/iara/files/county_general.pdf)

# Thanks!

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