

DIRECTOR'S REPORT – November 2012

Forms Management

In November 2012, Forms Management created 6 new forms, reactivated 5 forms, and deactivated/deleted 59 forms, bringing the current total of identified State forms to 11,082. 49 revisions and 15 reprints were processed. There were no E-forms created in November. Our average turnaround time in working days for processing is 6.8 overall - 1.0 for reprints, 12.5 for new forms, and 7.0 for revisions.

Records Management

Records Analysis meetings held with the following Agencies: None. There was a Records Management Training and Mythics/Oracle development team meeting.

Other Agencies assisted by Records Management staff were the following: Department of Correction, Department of Education, Department of Revenue, Department of Transportation, Economic Development, Family and Social Services Administration, Gaming Commission, State Department of Health, and State Police.

Total number of active record series is 3,573.

Website

There was 1 request for Records Management information, 80 requests for County/Local Records Management information, and 15 requests for Forms Management. The website's total downloads and page hits for November 2012 were 124,754. The Forms Management pages and files totaled 41,984 hits. The SHRAB page had 143 views.

County Records

Counties submitting PR-1 Requests and Notices of Destruction:
Twenty-five: Allen (3), Bartholomew, Boone, Brown, Cass, Daviess, DeKalb, Dubois (19), Elkhart (6), Greene, Huntington (2), Johnson, Kosciusko (3), Lake (11), LaPorte, Marion, Montgomery (2), Morgan (2), Orange, Perry, Porter (2), Ripley (17), Shelby, Warrick (4), and Wayne.

County and Local Records requests for information: Fifty-six (56).

Records Center

In November, the Records Center accepted and processed 576 cubic feet of incoming records. 1,067 cubic feet of shelved records were destroyed, and 311 cubic feet of courtesy destruction was performed. There were 212 cubic feet of records transferred to the Indiana State Archives. 224 reference requests were filled, and 481 returned files were re-filed.

The Records Center served a total of 530 patrons during the month, via telephone, fax, e-mail, record requests (interdepartmental mail), record pick-ups, and walk-in service.

Micrographics

For the month of November 2012, there were 151,895 microfilmed images and 257,041 digital images for a total for the month of 408,936. The lab processed 72 rolls of film or approximately 7,200 feet of film. 128 duplicate rolls of film were made.

State Archives

In November 2012 the Indiana State Archives handled a total of nineteen hundred and forty-two (1942) requests for information and reproductions of documents, maps, photographs, and duplicate microfilm from private citizens and state, federal and local government officials. The largest number of contacts—seven hundred and fifty-eight (758)—were made by telephone/fax transmissions. Seven hundred and fifty-two (752) contacts were made by e-mail. Postal/interdepartmental mail accounted for two hundred and thirty-six (236) contacts. Patrons conducting research in person made one hundred and ninety-six (196) individual visits to the State Archives.

The IUPUI History Club visited the State Archives on November 16 for a tour and orientation. Nine students and Professor Anita Morgan attended.