

Indiana Oversight Committee on Public Records Policy 2021-01 Microfilm Verification Policy

Applies to: Microfilmed records of all Indiana government entities except those exempted in IC 5-15-5.1. If records of exempted entities are transferred to the Indiana Archives they must adhere to this policy.

Purpose: To ensure microfilmed records are verified in accordance with rules and regulations established by 60 I.A.C. 2.

Effective Date: 4/28/2021

Authority: Indiana Code 5-15-1-1 (a) and (c), Indiana Code 5-15-5.1-8, and Indiana Code 5-15-5.1-10.

Definitions:

Authentic duplicate means facsimiles of original records that will serve the purpose(s) for which the original records were created or maintained, that contain all significant record detail required for probable future reference, retain the exact order of the original records, have been verified for completeness and legibility, and do not include additions, deletions, or non-acceptable alterations to the original image.

Microfilm, when used as a noun, means a pictographic film containing an image greatly reduced in size from the original, and when used as a verb, means the recording of micro pictographs on film.

Original records means records created in the course of State business regardless of format and including any notations, attachments, and similar documents that are necessary for interpretation.

Retention schedule means a Records Retention and Disposition Schedule approved by the Indiana Oversight Committee on Public Records.

Policy:

1) **General requirements:** Unless separate instructions are specified in the retention schedule, the following requirements apply to all microfilmed records

- a) retention period before final disposition
- b) confidentiality, access, and disclosure
- c) final disposition: destruction or transfer to the Indiana Archives
- d) confidential records must be destroyed according to IC 5-15-5.1-13
- e) Critical Records as described by IC 5-15-5.1-1 (d) must be microfilmed according to 60 I.A.C. 2.

2) **Indiana Archives transfer:** Microfilmed records that are required to be transferred to the Indiana Archives according to their retention schedule must be

- a) microfilmed according to 60 I.A.C. 2.
- b) verified by the owning agency as authentic duplicates according to 60 I.A.C. 2.

3) **Destruction of microfilmed original records:** original records which have been microfilmed may be destroyed if

- a) the terms described in items 1 and 2 are met, or
- b) the terms described in item 1 and 2(a) are met and 60 days have passed since the agency received a written notice to verify from the State Imaging and Microfilm Laboratory.

4) When its provisions are met, this policy serves as the “written consent of the administration” described in IC 5-15-5.1-14.