

County/Local Government Records Management: Destruction Schedule

A quick reference for use *with* your records retention schedule

IC 5-15-5.1-14

"A public official or agency may not mutilate, destroy, sell, loan, or otherwise dispose of any government record, except under a record retention schedule or with the written consent of the commission." [on Public Records]

Instructions:

1. In the left column, find the year in which your records were created.
2. In the top row, find the retention period for your records, based on what is listed in the appropriate county/local records retention schedule.
3. At the spot where the two cross, a year will be listed; your records will be eligible for destruction in January of that year.

Year Records Created	3 years	4 years	5 years	6 years	10 years
1985	1989	1990	1991	1992	1996
1986	1990	1991	1992	1993	1997
1987	1991	1992	1993	1994	1998
1988	1992	1993	1994	1995	1999
1989	1993	1994	1995	1996	2000
1990	1994	1995	1996	1997	2001
1991	1995	1996	1997	1998	2002
1992	1996	1997	1998	1999	2003
1993	1997	1998	1999	2000	2004
1994	1998	1999	2000	2001	2005
1995	1999	2000	2001	2002	2006
1996	2000	2001	2002	2003	2007
1997	2001	2002	2003	2004	2008
1998	2002	2003	2004	2005	2009
1999	2003	2004	2005	2006	2010
2000	2004	2005	2006	2007	2011
2001	2005	2006	2007	2008	2012
2002	2006	2007	2008	2009	2013
2003	2007	2008	2009	2010	2014
2004	2008	2009	2010	2011	2015
2005	2009	2010	2011	2012	2016
2006	2010	2011	2012	2013	2017
2007	2011	2012	2013	2014	2018
2008	2012	2013	2014	2015	2019
2009	2013	2014	2015	2016	2020
2010	2014	2015	2016	2017	2021

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Year Records Created	Retention Period				
	3 years	4 years	5 years	6 years	10 years
2011	2015	2016	2017	2018	2022
2012	2016	2017	2018	2019	2023
2013	2017	2018	2019	2020	2024
2014	2018	2019	2020	2021	2025
2015	2019	2020	2021	2022	2026
2016	2020	2021	2022	2023	2027
2017	2021	2022	2023	2024	2028
2018	2022	2023	2024	2025	2029
2019	2023	2024	2025	2026	2030
2020	2024	2025	2026	2027	2031
2021	2025	2026	2027	2028	2032
2022	2026	2027	2028	2029	2033
2023	2027	2028	2029	2030	2034
2024	2028	2029	2030	2031	2035
2025	2029	2030	2031	2032	2036
2026	2030	2031	2032	2033	2037
2027	2031	2032	2033	2034	2038
2028	2032	2033	2034	2035	2039
2029	2033	2034	2035	2036	2040
2030	2034	2035	2036	2037	2041
2031	2035	2036	2037	2038	2042
2032	2036	2037	2038	2039	2043
2033	2037	2038	2039	2040	2044
2034	2038	2039	2040	2041	2045
2035	2039	2040	2041	2042	2046