



STATE OF INDIANA

Jim Corridan, Director & State Archivist

MITCHELL E. DANIELS, JR., Governor

INDIANA COMMISSION ON PUBLIC RECORDS

MEMORANDUM

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Date: January 15, 2008

To: Robert B. Keene, Assistant Commissioner
Indiana Department of Environmental Management
Office of Legal Counsel and Enforcement

From: Jim Corridan, Director & State Archivist
Indiana Commission on Public Records

RE: ICPR approval for the IDEM Virtual File Cabinet under IC 5-15-1-1

In response to your memo of October 11, 2007, this memo is to clarify and document the approval granted by the Indiana Commission on Public Records (ICPR). ICPR has approved the IDEM imaging system, commonly referred to as the Virtual File Cabinet (VFC), as compliant with OCPD Policy 06-01 and with IC 5-15-1-1(a). In addition, ICPR has decided that consistent with its authority under IC 5-15-1-1(b), it is permissible to destroy the paper originals of records that have been reproduced by the IDEM VFC if the originals have an approved retention schedule of ten (10) years or less and if the VFC scanning system has been fully functional for one (1) year.