



RECORDS RETENTION AND DISPOSITION SCHEDULE

Educational Institutions (Public Schools)

ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	EDA-16-00	ADMIN - ABSENCE RECORD, DAILY	DESTROY after one (1) year.
2	EDA-16-00	ADMIN - ABSTRACTS/DEEDS/ TITLE PAPERS/MORTGAGES	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND RECORDS ADMINISTRATION.
3	EDA-16-00	ADMIN - CALENDAR, FOR STAFF AND CURRICULUM	DESTROY after three (3) years or STATE BOARD OF ACCOUNTS Audit, whichever is later.
4	EDA-16-00	ADMIN CORRESPONDENCE Includes email. Principals, counselors, non-teaching administrative staff.	Except where otherwise provided in the general retention schedule or this schedule (see: Record Series EDA 16-005), DESTROY after five (5) years.
5	EDA-16-00	SUPERINTENDENT CORRESPONDENCE Documents major functions, activities, programs, decision and policy making, important events in school district's history. Confidential.	PERMANENT. Transfer electronically to the INDIANA ARCHIVES AND RECORDS ADMINISTRATION or MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND RECORDS ADMINISTRATION.
6	EDA-16-00	ADMIN - EVALUATIONS OF ADMINISTRATORS	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the Indiana ARCHIVES AND RECORDS ADMINISTRATION after microfilming.
7	EDA-16-00	ADMIN - GRANT APPLICATIONS, APPROVED	DESTROY three (3) years after the end of the grant period or STATE BOARD OF ACCOUNTS audit, whichever is later.
8	EDA-16-00	ADMIN - GRANT APPLICATIONS, NOT APPROVED	DESTROY after three (3) years.
9	EDA-16-00	ADMIN - POLICY BOOK	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the Indiana ARCHIVES AND RECORDS ADMINISTRATION.
10	EDA-16-01	ADMIN - PROOF OF PUBLICATION FILES	DESTROY after three (3) years or STATE BOARD OF ACCOUNTS audit, whichever is later.
11	EDA-16-01	ADMIN - PUBLICATIONS ISSUED BY CORPORATION	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND RECORDS ADMINISTRATION.
12	EDA-16-01	ADMIN - SCHOOL REPORT CARD, ANNUAL PERFORMANCE REPORT; ANNUAL FINANCIAL REPORT; GATEWAY FINANCIAL REPORT	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND RECORDS ADMINISTRATION.
13	EDA-16-01	BUILD - CONTRACTED WORK ORDERS	DESTROY three (3) years after completion of construction project.
14	EDA-16-01	BUILD - CORRESPONDENCE, CONSTRUCTION PROJECTS	DESTROY three (3) years after completion of construction project.

Approved by the Indiana Oversight Committee on Public Records

15	EDA-16-01	BUILD - DRAWINGS, BLUEPRINTS, SPECIFICATIONS - PLANNED Planned design drawings.	DESTROY when no longer useful.
16	EDA-16-01	BUILD - DRAWINGS, BLUEPRINTS, SPECIFICATIONS - AS BUILT As built drawings.	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND RECORDS ADMINISTRATION.
17	EDA-16-01	BUILD - EPA ASBESTOS ABATEMENT RECORDS	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND RECORDS ADMINISTRATION.
18	EDA-16-01	BUILD - EPA ASBESTOS INSPECTIONS REPORTS	DESTROY three (3) years after the next re-inspection as required by 40 CFR 763.94.
19	EDA-16-01	BUILD - IDEM MONTHLY TREATMENT PLAN LAB REPORTS Sewage treatment.	DESTROY after three (3) years.
20	EDA-16-02	BUILD - STATE FIRE MARSHAL ANNUAL SITE INSPECTION REPORTS	DESTROY after three (3) years.
21	EDA-16-02	FOOD - FOOD SERVICES GUIDELINES	DESTROY when superseded.
22	EDA-16-02	FOOD - MENUS/DAILY PRODUCTION SHEETS	DESTROY after five (5) years.
23	EDA-16-02	FOOD - MILK AND BREAD BIDS	DESTROY after five (5) years or STATE BOARD OF ACCOUNTS Audit, whichever is later.
24	EDA-16-02	TRANS - BUS CONDUCT REPORT	DESTROY after one (1) year.
25	EDA-16-02	TRANS - BUS SAFETY INSPECTION REPORT (INDIANA STATE POLICE)	DESTROY after three (3) years.
26	EDA-16-02	TRANS - FIELD TRIP REPORTS	DESTROY after three (3) years.
27	EDA-16-02	TRANS - FORM DOE-TN Indiana, replaces EIR-5 form.	DESTROY after five (5) years.
28	EDA-16-02	TRANS - FORM 32-9 (IN)	DESTROY after five (5) years.
29	EDA-16-02	STU - CORRESPONDENCE, LITIGATION, STUDENT	RETAIN until final disposition of all litigation and appeals.
30	EDA-16-03	STU - ENROLLMENT REPORT (SIX WEEKS)	DESTROY after five (5) years.
31	EDA-16-03	STU - ENUMERATION FOR SCHOOL PURPOSES	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND RECORDS ADMINISTRATION.
32	EDA-16-03	STU - STUDENT DUE PROCESS FILES (EXPULSION RECORD) Confidential.	DESTROY after five (5) years.
33	EDA-16-03	STU - STUDENT HANDBOOKS	DESTROY after seven (7) years.
34	EDA-16-03	INST - ACHIEVEMENT TEST SCORE SHEET/SCORE BOOKLET Confidential.	DESTROY after five (5) years.
35	EDA-16-03	INST - CHAPTER I OR TITLE I GRANT AGREEMENT LETTER	RETAIN as required by grant agreement or DESTROY ten (10) years after the conclusion of the grant, whichever is longer.
36	EDA-16-03	INST - ANNUAL PROJECT EVALUATION (END GRANT CYCLE)	DESTROY ten (10) years after the conclusion of the grant.
37	EDA-16-03	INST - COMPARABILITY REPORT	DESTROY after five (5) years.
38	EDA-16-03	INST - COORDINATION RECORD, STUDENT Confidential.	DESTROY after five (5) years.
39	EDA-16-03	INST - HOME VISIT DOCUMENTATION	DESTROY after five (5) years
40	EDA-16-04	INST - LOSS AND GAIN FORM Achievement Data. Confidential.	DESTROY after five (5) years.
41	EDA-16-04	INST - NEEDS ASSESSMENT RANKING REPORT	DESTROY after five (5) years.
42	EDA-16-04	INST - NEWSLETTER, ALL FORMATS INCLUDING WRITTEN AND ELECTRONIC Includes official announcements made on a social media platform. (District/Schoolwide).	PERMANENT. May MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND RECORDS ADMINISTRATION.

43	EDA-16-04	INST - PROFESSIONAL DEVELOPMENT INFORMATION	DESTROY after three (3) years or STATE BOARD OF ACCOUNTS Audit, whichever is later. Records noting individual staff training should be transferred to the individual's permanent record.
44	EDA-16-04	INST - PROJECT\PROGRAM APPLICATION AND AMENDMENTS	DESTROY after five (5) years.
45	EDA-16-04	INST - QUARTERLY MONITORING REPORT	DESTROY after five (5) years.
46	EDA-16-04	INST - TARGET AREA SELECTION REPORT	DESTROY after five (5) years.
47	EDA-16-04	INST - TITLE I DISTRICT PLAN	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND RECORDS ADMINISTRATION.
48	EDA-16-04	INST - TITLE I BUILDING LEVEL PLAN	DESTROY after five (5) years.
49	EDA-16-04	INST - WEEKLY WORK SCHEDULE	DESTROY after five (5) years.
50	EDA-16-05	TITLE 6- APPLICATION FOR FUNDS FOR EDUCATIONAL PROGRAMS UNDER P.L.97-35 (PROGRAM PLAN)	DESTROY after five (5) years.
51	EDA-16-05	TITLE 6 - CHAPTER 2 BUDGET AND EXPENDITURE REPORT	DESTROY after five (5) years or STATE BOARD OF ACCOUNTS Audit, whichever is later.
52	EDA-16-05	TITLE 6 - EVALUATION REPORT FOR CHAPTER 2 PROGRAMS	DESTROY after five (5) years.
53	EDA-16-05	COMM ED - COURSE DESCRIPTIONS	DESTROY three (3) years after the course is no longer offered.
54	EDA-16-05	COMM ED - ENROLLMENT FORMS	DESTROY after one (1) year.
55	EDA-16-05	COMM ED - EVALUATION OF CLASS	DESTROY after three (3) years.
56	EDA-16-05	LISTINGS OF CLASSES	DESTROY when no longer useful.
57	EDA-16-05	CURRICULUM - ADOPTED TEXTBOOK LIST	RETAIN through two adoption cycles.
58	EDA-16-05	CURRICULUM- HIGH SCHOOL COURSE DESCRIPTION BOOKLETS	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND RECORDS ADMINISTRATION.
59	EDA-16-05	GUIDANCE ACTIVITIES, DECISIONS, AND IN-SERVICE RECORD	DESTROY after FOUR (4) years.
60	EDA-16-06	SCHOOL TESTING RESULTS RECORDS	DESTROY after FOUR (4) years.
61	EDA-16-06	ACCIDENT REPORT, ANNUAL SUMMARY	DESTROY after three (3) years.
62	EDA-16-06	FACULTY/STAFF HEALTH TRAINING - SIGN IN SHEET	DESTROY after three (3) years.
63	EDA-16-06	INST- SCHOOL NEWSPAPER	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND RECORDS ADMINISTRATION.
64	EDA-16-06	HEARING REPORT (STATE FORM 39986)	DESTROY after five (5) years.
65	EDA-16-06	INDIVIDUAL STUDENT FILE Includes but not limited to: Testing Results Records (ISTEP, CAT, SAT, ACT, EPSF), Multidisciplinary Team Evaluation Reports, Case Conference Committee Summaries, Individualized Education Plans, Transition Plans, Correspondence, Pertinent information regarding the student's educational placement, release letters for outside agencies to view student records, test protocol on student, documentation of student program and attendance record, student exit/drop-out interview, student selection form (includes test scores, teacher referrals), teacher's evaluation of student/comments record, record of student home visits, and Report of Alleged Child Abuse or Neglect (State Form 114R2). Confidential. Includes Adult Education records.	Records are maintained 5 years beyond the provision of educational services to the student OR until the student reaches 21 years of age, whichever is less, if the parents have not requested destruction of the records. 34 CFR 300.573 permits parents to request the destruction of personally identifiable information on their child. The parent must be informed of the destruction option (generally at graduation.) If parents request the information destroyed, the agency may retain a permanent record of a student's name, address, phone #, his or her grades, attendance record, classes attended, grade level and year completed.

66	EDA-16-06	INDIVIDUAL STUDENT MEDICAL FILE Includes but not limited to: student alcohol/narcotic screening reports, immunization record and status (includes State Form 22363-Kindergarten and State Form 2263NE), list of medications given to student at school, student health screening results, tests, and referrals, record of student insurance coverage, medical examination records, statements of physicians, X-Ray Lab reports, request for psychological services and release letter from psychologist. Confidential.	Records are maintained 5 years beyond the provision of educational services to the student OR until the student reaches 21 years of age, whichever is less, if the parents have not requested destruction of the records. 34 CFR 300.573 permits parents to request the destruction of personally identifiable information on their child. The parent must be informed of the destruction option (generally at graduation.) If parents request the information destroyed, the agency may retain a permanent record of a student's name, address, phone #, his or her grades, attendance record, classes attended, grade level and year completed.
67	EDA-16-06	UNIVERSAL PRECAUTIONS TRAINING FOR EMPLOYEES, SIGN-IN SHEET	DESTROY after three (3) years.
68	EDA-16-06	AGREEMENT TO SAFEGUARD INFORMATION	MAINTAIN copy in staff member's personnel file after staff member leaves program or school district employment.
69	EDA-16-06	ANNUAL DATA REPORT - EDUCATION OF THE HANDICAPPED	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND RECORDS ADMINISTRATION.
70	EDA-16-07	APPLICATION FOR FEDERAL ASSISTANCE FOR THE EDUCATION OF HANDICAPPED	DESTROY after five (5) years.
71	EDA-16-07	APPLICATION FOR TENTATIVE APPROVAL FOR ANNUAL CLASSROOM UNITS FOR EXCEPTIONAL CHILDREN	DESTROY after five (5) years.
72	EDA-16-07	QUARTERLY SUMMARY REPORT-EDUCATION OF THE HANDICAPPED	DESTROY after five (5) years and STATE BOARD OF ACCOUNTS audit.
73	EDA-16-07	APPLICATION FOR SUMMER SCHOOL (STATE REPORT)	DESTROY after three (3) years and STATE BOARD OF ACCOUNTS audit.
74	EDA-16-07	SUMMER - APPROVAL LETTER	DESTROY after three (3) years and STATE BOARD OF ACCOUNTS audit.
75	EDA-16-07	SUMMER - ATTENDANCE RECORDS	DESTROY after information is transferred to student's record.
76	EDA-16-07	SUMMER - CORPORATION ISTEP RE-MEDIATION AND RETENTION SUMMARY	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND RECORDS ADMINISTRATION.
77	EDA-16-07	SUMMER- ISTEP FINAL REPORTING FORM	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND RECORDS ADMINISTRATION.
78	EDA-16-07	SUMMER - ISTEP PRELIMINARY REPORTING FORM	DESTROY after three (3) years.
79	EDA-16-07	SUMMER - STUDENT GRADE REPORT Confidential.	DESTROY after grades are transferred to student's permanent record.
80	EDA-16-08	STUDENT SUMMER SCHOOL REGISTRATION	DESTROY after one (1) year.
81	EDA-16-08	SUMMER SCHOOL FINAL REPORT	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND RECORDS ADMINISTRATION.
82	EDA-16-08	SUMMER SCHOOL INFORMATION SHEET (LETTER TO PARENT)	DESTROY after one (1) year.
83	EDS-16-00	ACCIDENT REPORTS	DESTROY after three (3) years.
84	EDS-16-00	ATTENDANCE REGISTERS	DESTROY after three (3) years.
85	EDS-16-00	ATTENDANCE SLIPS, DAILY	DESTROY after three (3) years.

86	EDS-16-00	ATTENDANCE SUMMARY SHEETS, DAILY	DESTROY after three (3) years.
87	EDS-16-00	COMMENCEMENT PROGRAMS	TRANSFER one copy to the INDIANA ARCHIVES AND RECORDS ADMINISTRATION after three YEARS and completion of STATE BOARD OF ACCOUNTS Audit. DESTROY any remaining copies.
88	EDS-16-00	ENROLLMENT REPORTS	DESTROY after three (3) years.
89	EDS-16-00	NEWSPAPERS/NEWSLETTERS, ALL FORMATS INCLUDING WRITTEN AND ELECTRONIC Includes official announcements made on a social media platform. (Includes team newsletters to parents).	PERMANENT. May MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND RECORDS ADMINISTRATION.
90	EDS-16-00	SUBJECT FILES	DESTROY after three (3) years.
91	EDS-16-00	YEARBOOKS	PERMANENT. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND RECORDS ADMINISTRATION.
92	EDS-16-01	BOOK AND EQUIPMENT INVENTORY	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND RECORDS ADMINISTRATION.
93	EDS-16-01	EPA ASBESTOS MANAGEMENT PLAN	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND RECORDS ADMINISTRATION.
94	EDS-16-01	SCHOOL SAFETY PLAN	DESTROY when superseded.
95	EDS-16-01	USE OF BUILDING FORMS	DESTROY after three (3) years.
96	EDS-16-01	DAILY SCHOOL LUNCH REPORTS	DESTROY after five (5) years.
97	EDS-16-01	NOTIFICATION LETTERS FOR SCHOOL MEALS	DESTROY after three (3) years and completion of STATE BOARD OF ACCOUNTS audit.
98	EDS-16-01	RECORD OF CHARGED LUNCHES	DESTROY after five (5) years.
99	EDS-16-01	WEEKLY SCHOOL LUNCH REPORT	DESTROY after five (5) years.
100	EDS-16-01	GRADE BOOKS Confidential.	DESTROY after five (5) years.
101	EDS-16-01	GRADE SHEETS, CUMULATIVE BY SEMESTER Confidential.	DESTROY after three (3) years.
102	EDS-16-02	GRADE SHEETS, SIX WEEK Confidential.	DESTROY after three (3) years.
103	EDS-16-02	LETTER OF ABSENCE RECORD TO PARENTS Confidential.	DESTROY after three (3) years.
104	EDS-16-02	NOTICE OF SUSPENSION Confidential.	DESTROY three (3) years after student is no longer enrolled.
105	EDS-16-02	PERMANENT RECORD CARDS, GRADUATED AND WITHDRAWN STUDENTS Confidential.	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND RECORDS ADMINISTRATION.
106	EDS-16-02	ATHLETIC ELIGIBILITY CERTIFICATES May be confidential.	DESTROY after three (3) years.
107	EDS-16-02	ATHLETIC INSURANCE RECORDS May be confidential.	DESTROY after SEVEN (7) years.
108	EDS-16-02	ATHLETIC - PARENT-PHYSICIAN CERTIFICATION May be confidential.	DESTROY after five (5) years.

109	EDS-16-02	RECORD OF ATHLETIC AWARDS	PERMANENT. May MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND RECORDS ADMINISTRATION.
110	EDS-16-02	CUMULATIVE RECORD/PERMANENT RECORD Confidential. Includes Adult Education records.	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND RECORDS ADMINISTRATION.
111	EDS-16-02	ANNUAL LIST OF GRADUATE AND WITHDRAWN STUDENTS	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND RECORDS ADMINISTRATION.
112	EDS-16-03	SENIOR AWARDS	PERMANENT. May MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND RECORDS ADMINISTRATION.
113	EDS-16-03	STUDENT ACTIVITY SHEETS	RETAIN for 5 years after student leaves the school system.
114	EDS-16-03	TESTING RESULTS RECORDS, CLASSROOM AND BUILDING	DESTROY after five (5) years.
115	EDS-16-03	STUDENT EMAIL ACCOUNT CONTENTS	DESTROY SIX (6) months after the close of the academic year during which the email was sent or received.
116	EDS-16-03	PARENT REQUEST AND PERMISSION TO ADMINISTER MEDICATION, INCLUDING PARENT NOTES Confidential.	DESTROY after three (3) years.
117	EDS-16-03	PSYCHOLOGICAL REPORTS INCLUDING FOLLOW-UP REPORTS Confidential.	DESTROY after three (3) years.
118	EDS-16-03	LIB - CIRCULATION RECORDS	RETAIN until returned.
119	EDS-16-03	LIB - FINE SLIPS	RETAIN until resolved.
120	EDS-16-03	LIB - MATERIALS INVENTORY	DESTROY after five (5) years or STATE BOARD OF ACCOUNTS Audit, whichever is later.
121	EDS-16-03	LIB - PATRON FILES	RETAIN until replaced or inactive.
122	EDS-16-04	LIB - TITLE II APPLICATION	DESTROY after FOUR (4) years.
123	EDS-16-04	LIB - TITLE II INVENTORY & EVALUATION	DESTROY after FOUR (4) years
124	EDS-16-04	SCHOOL PREMISES, BUS, OR SCHOOL-OWNED PROPERTY VIDEO SURVEILLANCE	DESTROY after 30 days.
125	EDS-16-04	FACULTY/STAFF CORRESPONDENCE	DESTROY after three (3) years.
126	EDS-16-04	FACULTY/STAFF EMAIL	Except where otherwise provided in the general retention schedule or this schedule, DESTROY after three (3) years.
127	EDC-16-00	CHARTER AGREEMENT	PERMANENT. May MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND RECORDS ADMINISTRATION.
128	EDC-16-00	FINANCIAL REPORTING REQUIREMENTS Includes tax forms, required reports to agencies, includes state and federal requirements.	Except where otherwise provided in the general retention schedule or this schedule, DESTROY after SIX (6) years.
129	EDC-16-00	GOVERNING DOCUMENTS AS REQUIRED BY IC § 20-24-3-3	PERMANENT. May MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND RECORDS ADMINISTRATION.

130	EDS 16-04	LESSON PLANS	DESTROY 6 months after conclusion of academic year or when no longer useful, whichever is later.
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