EDUCATIONAL INSTITUTIONS RETENTION SCHEDULE (ED)
INDIANA ARCHIVES AND RECORDS ADMINISTRATION
PERMANENT/TRANFER 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.

ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
ADMINISTRATION			
1	ED 16-017	BUILD - EPA ASBESTOS ABATEMENT RECORDS	PERMANENT. See Retention Schedule Instructions for microfilming and transfer options.
7	ED 16-047	INST - TITLE I DISTRICT PLAN	PERMANENT. See Retention Schedule Instructions for microfilming and transfer options.
SCHOOLS			
21	ED 16-011	EPA ASBESTOS MANAGEMENT PLAN	PERMANENT. See Retention Schedule Instructions for microfilming and transfer options.
23	ED 23-002	SCHOOL EMERGENCY INCIDENTS Records of school actions in emergency situations, as well as reports on whether current safety plans (RS ED-16-012) were or were not followed, or were not applicable in practice. Should include a copy of the current safety plan at the time of the incident.	PERMANENT. See Retention Schedule Instructions for microfilming and transfer options.
25	ED 16-023	PERMANENT RECORD CARDS, GRADUATED AND WITHDRAWN STUDENTS Confidential.	PERMANENT. See Retention Schedule Instructions for microfilming and transfer options.
26	ED 16-027	RECORD OF ATHLETIC AWARDS	PERMANENT. See Retention Schedule Instructions for microfilming and transfer options.
27	ED 16-028	PERMANENT ACADEMIC TRANSCRIPT The official academic record of the courses, credits, and programs completed by a high school student, through graduation or withdrawal from high school. Per IC 20-33-2-13, an official transcript must also include (but is not limited to) credits from any approved dual-credit courses taken at a post-secondary institution; attendance records; immunization information; latest statewide assessment program results; any secondary or postsecondary certificates of achievement earned. Disclosure of these records may be affected by 34 CFR 99.30 through 99.37.	PERMANENT. See Retention Schedule Instructions for microfilming and transfer options.

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ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
SCHOOLS *(Continued)*			
28	ED 16-030	SENIOR AWARDS	PERMANENT. See Retention Schedule Instructions for microfilming and transfer options.

INDIANA ARCHIVES AND RECORDS ADMINISTRATION (IARA)
PERMANENT/TRANFER RECORDS

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ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
ADMINISTRATIVE			
1	GEN 10-01	MINUTES Official minutes of any county/local agency, board, commission, or of any division. Includes agendas and other supporting documents presented at the meeting. THIS IS A CRITICAL RECORD. Retention based on IC 5-15-5.1-5(a)(9), and IC 5-15-5.1-12.	PERMANENT and CRITICAL. MICROFILM according to 60 IAC 2 standards. TRANSFER original microfilm roll to the INDIANA ARCHIVES after verification for completeness and legibility. MAINTAIN duplicate microfilm roll permanently in office of origin. DESTROY hard copies after verification of INDIANA ARCHIVES
3	GEN 10-03	POLICY FILES - OFFICE HOLDERS, DEPUTIES, AND DIVISION DIRECTORS These office files document substantive actions of administrative agency appointing authorities, deputy directors, and division directors. These records constitute the official record of an agency's performance of its functions and the formation of policy and program initiatives. This series may include various types of records such as correspondence, memos, and reports concerning agency policy and procedures, organization, program development and reviews. Disclosure of these records may be affected by IC 5-14-3-4(b)(6).	PERMANENT. See Retention Schedule Instructions for microfilming and transfer options.
7	GEN 10-06	LEGISLATIVE WORKING PAPERS Records created by a county/local agency related to the legislature's review of proposals for new or amended ordinances, resolutions, statues or administrative rule(s). Disclosure of these records may be affected by IC 5-14-3-4(b)(6).	PERMANENT. See Retention Schedule Instructions for microfilming and transfer options.

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ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
ADMINISTRATIVE *(Continued)*			
8	GEN 23-10	ORDINANCES The official record copy of an authoritative order, decree, or a piece of legislation enacted by a municipal authority. THIS IS A CRITICAL RECORD.	PERMANENT and CRITICAL. MICROFILM according to 60 IAC 2 standards. TRANSFER original microfilm roll to the INDIANA ARCHIVES after verification for completeness and legibility. MAINTAIN duplicate microfilm roll permanently in office of origin. DESTROY hard copies after verification of INDIANA ARCHIVES
9	GEN 10-08	DISASTER RECOVERY AND CONTINUITY PLANS The local government entity's copy of all Disaster Recovery / Continuity Plans, including those for electronic systems, as well as supporting documentation used in the development of the plans. Disclosure of these records may be affected by IC 5-14-3-4(b)(19).	**Adopted Plans:** PERMANENT. See Retention Schedule Instructions for microfilming and transfer options. **Supporting documentation for previous Plans:** DESTROY three (3) years after adoption of the next Plan.
11	GEN 20-01	DOCUMENTATION OF PUBLIC RECORDS DISPOSITION All records regarding the transfer, destruction, or format conversion of county/local public records, whether located in the originating office, or in the office of the Secretary of the County Commission of Public Records. Files include but are not limited to: SF 44905, Notice of Destruction of County/Local Government Records in Accordance with an Approved Retention Schedule, SF 30505, Request for Exception to County/Local Retention Schedule or Permission to Dispose Of Non-Scheduled County/Local Public Records (PR-1), State Form 52408, Microfilm Transmittal and Receipt, SF 48883, State Archives Transmittal and Receipt, or equivalent transfer form provided by a local historical entity. Also includes all records documenting the conversion of public records from one format to another while maintaining prescribed standards of quality. (Microfilming, imaging, digitization of audiovisual materials, etc.)	PERMANENT. Maintain in office; these records may not be transferred to the INDIANA ARCHIVES unless requested by Indiana Archives staff.

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ACCOUNTING & FINANCE			
17	GEN 10-16	PAYROLL RECORDS Applies ONLY to Forms 99A (Employee's Service Record), 99B (Employee's Earning Record), 99C (Employee's Weekly Work Period Earnings Record) or substitute formats containing the same information: records that document the work and earnings history of an individual employee. These forms are prescribed and explained in the Indiana State Board of Accounts *Accounting And Uniform Compliance Guidelines Manual*. For all other payroll records, use Record Series GEN 10-11.	PERMANENT. Retention Schedule Instructions for microfilming and transfer options.
18	GEN 10-24	INVESTMENTS/INSURANCE REGISTER Applies ONLY to Form 350 (Register of Investments), a log of all purchases and sales of investments by a governmental unit, and Form 351 (Register of Insurance), a register of all policies purchased and premiums paid by a governmental unit, or substitute formats containing the same information. These forms are prescribed and explained in the Indiana State Board of Accounts *Accounting And Uniform Compliance Guidelines Manual*. For all other investment and insurance records, use Record Series GEN 10-25.	PERMANENT. See Retention Schedule Instructions for microfilming and transfer options.
PERSONNEL			
30	GEN 20-02	EMPLOYMENT LOGS Permanent list of previous employees including employment dates, classification, and rehire eligibility status. May include Form 100R Certified Report of Names, Addresses, Duties and Compensation of Employees.	PERMANENT. Maintain permanently within each government office.
PUBLICATIONS			
33	GEN 20-03	LOCAL GOVERNMENT PUBLICATIONS Publications issued by local government entities that are not solely for internal use. Consult IC 4-23-7.1-28 and Indiana State Library staff for information on voluntary transfer of additional copies to the state's publications depository.	PERMANENT: one (1) copy must be retained permanently; DESTROY additional copies when outdated or replaced. See Retention Schedule Instructions for microfilming and transfer options
34	GEN 20-04	LOCAL GOVERNMENT ANNUAL REPORTS Reports documenting the annual activities of a local government entity, created by that entity for publication or submission to a regulatory body or higher government office. They may contain fiscal, narrative, or statistical information, depending on the activities documented. Consult IC 4-23-7.1-28 and Indiana State Library staff for information on voluntary transfer of additional copies to the state's publications depository.	PERMANENT: one (1) copy must be retained permanently; DESTROY additional copies when outdated or replaced. See Retention Schedule Instructions for microfilming and transfer options

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AUDIO, VIDEO & GENERAL MEDIA			
35	GEN 10-40	MICROFILM DOCUMENTATION FILE A written documentation list created and maintained for the microfilm based on the approved retention schedule (60 IAC 2-2-3). See 60 IAC 2 for required contents of the file.	PERMANENT. Transfer copy to the INDIANA ARCHIVES.
36	GEN 10-41	PHOTOGRAPHS, VISUAL ART, VIDEO AND FILM Still or moving images created for or recorded at special events and activities of the office, general circulation or special purpose periodicals, and intra-office news.	PERMANENT. See Retention Schedule Instructions for microfilming and transfer options.
37	GEN 23-08	AERIAL PHOTOGRAPHS AND AREA MAPS Aerial photographs and maps created as part of various government office projects and surveys, which are not already included as part of a more specific office-specific or general retention schedule record series.	PERMANENT. See Retention Schedule Instructions for microfilming and transfer options.
INFRASTRUCTURE INFORMATION			
39	GEN 23-06	HISTORICAL DATA ON GOVERNMENT BUILDINGS AND PROPERTIES Records include, but are not limited to: deeds, real property titles, mortgages, abstracts, appraisals, proposals, funding and contract history, blueprints, building plans, specifications, change orders, alterations and repairs, surveys, property maps, and other supporting historical information for projects managed or owned by a government entity, including buildings, properties, and infrastructure--unless the information is determined to be CRITICAL INFRASTRUCTURE INFORMATION (GEN 10-47) or PROTECTED CRITICAL INFRASTURE INFORMATION (GEN 10-46). **THIS IS A CRITICAL RECORD.**	PERMANENT and CRITICAL. See Retention Schedule Instructions for microfilming and transfer options.

Revised 4/29/24