



TRANSMITTAL OF PROPOSED / APPROVED RECORDS RETENTION AND DISPOSITION SCHEDULE

State Form 39443 (R7 / 3-19)

Agency General Retention Schedule for All State of Indiana Administrative Agencies	Issued by: The Indiana Archives and Records Administration Records Management Division 402 West Washington Street, Room W472 Indianapolis, IN 46204 rmd@iara.in.gov
Division <i>(If left blank, retention schedule applies to entire agency.)</i>	
Date sent <i>(mm/dd/yyyy)</i> 8/23/2021	

SECTION I	PROPOSED RECORDS RETENTION AND DISPOSITION SCHEDULES
Please have your Appointing Authority (agency head) sign this sheet <u>electronically</u> in the blank provided under Section III, to acknowledge approval of the proposed amendments. Then, return the electronic file to IARA's Records Management Division. You will be sent a copy of the final version of the schedule after it has been approved by the Oversight Committee on Public Records.	

SECTION II	GENERAL INFORMATION
An approved Records Retention and Disposition Schedule grants your agency the authority to transfer or destroy records on a continuing basis. Please consult the Records Coordinator and Records Center handbooks for transfer and destruction information, or contact the Indiana Archives or Records Center staff directly for guidance on their specific procedures.	
Any questions concerning how to interpret the instructions in your approved retention schedule should be directed to the Records Management Division at rmd@iara.in.gov.	
A retention schedule must be current to be effective. The Records Management Division will contact your Agency Records Coordinator for periodic reviews to ensure that both language and content are up to date. If your agency needs to change the schedule between those review periods, just contact the Records Management Division, and a new update project will be initiated immediately.	

SECTION III	PRE-MEETING REVIEW BY:
Agency Head e-signature	[N/A - agency is IARA and will be represented by the post-meeting signature]
State Board of Accounts e-signature	Beth Kelley <small>Digitally signed by Beth Kelley Date: 2021.08.24 10:38:01 -04'00'</small>

SECTION IV	APPROVED RECORDS RETENTION AND DISPOSITION SCHEDULES
The Oversight Committee on Public Records, at its meeting held on _____, approved this Records Retention and Disposition Schedule for your agency.	
The finalized schedule is enclosed. The Records Coordinator should retain the original and forward copies to agency staff as needed.	
Indiana Archives and Records Administration e-signature of final approval	



General Records Retention and Disposition Schedule for All State of Indiana Administrative Agencies

EXCEPTIONS: Exceptions to general record series may be granted by the Oversight Committee on Public Records only after submission of sufficient justification agency.

ELECTRONIC RECORDS: Please see Oversight Committee on Public Records Policies 20-01 and 20-02 for information on electronic records retention options and standards.

ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
ADMINISTRATIVE RECORDS			
1	GRADM-1	<p>MINUTES</p> <p>Official minutes of any state agency, board, commission, or of any division. Includes agendas and other supporting documents presented at the meeting. THIS IS A CRITICAL RECORD.</p> <p>Retention based on IC 5-15-5.1-5(a) (9), and IC 5-15-5.1-12.</p>	<p>TRANSFER to the INDIANA ARCHIVES five (5) years after the end of the calendar year of the meeting. The INDIANA ARCHIVES should MICROFILM according to 60 IAC 2 as soon as possible after receipt. TRANSFER original negative to the INDIANA ARCHIVES vault for permanent archival retention, as well as a duplicate roll for reference use. Hard copy records may be destroyed at the discretion of the INDIANA ARCHIVES after verification of microfilm for completeness and legibility.</p>
2	GRADM-2	<p>BOARD OR COMMISSION MEETING RECORDINGS</p> <p>For boards or commissions that record their meetings in audiovisual or electronic formats for the purpose of transcribing the minutes.</p>	<p>DELETE recording or DESTROY storage media after relevant minutes are transcribed and approved.</p>
3	GRADM-3	<p>POLICY FILES-APPOINTING AUTHORITIES, DEPUTIES, AND DIVISION DIRECTORS</p> <p>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 (including electronic communications), memos, and reports concerning agency policy and procedures, organization, program development and reviews. Disclosure of these records may be affected by the discretion of a public agency per IC 5-14-3-4(b) (6).</p>	<p>TRANSFER to the INDIANA ARCHIVES after three (3) years for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles.</p>
4	GRADM-4	<p>GENERAL FILES</p> <p>Any records that do not develop or document official agency policy, do not fall under another general or agency-specific Record Series, have no disclosure restrictions, and are not subject to any known legislative, contract, or policy requirements that would require a longer retention period. Files may include, but are not limited to: staff responses to routine public inquiries, general information concerning an agency's events, programs, products and services, routine day-to-day office management activities and correspondence, electronic communications, and phone calls recorded for quality-assurance purposes.</p>	<p>DESTROY after three (3) years.</p>
5	GRADM-5	<p>BUDGET WORKING PAPERS</p> <p>Deliberative papers related to budget formulation process for a state agency. These records may be examined by authorized staff of the State Budget Agency engaged in preparing the budget report [see IC 4-12-1-8(a)]. These records are retained by a state administrative agency and are not the records maintained by the State Budget Agency. Disclosure of these records may be affected by IC 5-14-3-4(b) (6).</p>	<p>TRANSFER to the RECORDS CENTER two (2) years after the end of the affected biennial budget. DESTROY after an additional six (6) years in the RECORDS CENTER.</p>

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6	GRADM-6	CODE AND RULE DRAFT WORKING PAPERS Includes records created by a state agency related to the legislature's review of proposed laws or adoption of administrative rule(s). Disclosure of these records may be affected by the discretion of a public agency per IC 5-14-3-4(b) (6).	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles, two (2) years after passage, approval, or discontinuance of the proposal.
7	GRADM-7	AS-SUBMITTED BUDGETS The agency's copy. Includes new programs requested, justifications, and breakdown of money requested. Also may include back-up media for the electronic record copy of the As-Submitted Budget.	TRANSFER to the RECORDS CENTER two (2) years after the end of the affected biennial budget. DESTROY after an additional six (6) years in the RECORDS CENTER.
8	GRADM-9	DISASTER RECOVERY AND CONTINUITY PLANS The agency 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).	TRANSFER one copy of each Plan to the INDIANA ARCHIVES for permanent archival retention, upon its approval by the agency. DESTROY remaining agency copies when outdated or replaced. DESTROY supporting documentation three (3) years after current Plan is outdated or replaced.
9	GRADM-10	DOCUMENTATION OF INDIANA'S RESPONSES TO STATES OF EMERGENCY AND OTHER EVENTS OF AN HISTORIC NATURE Records of Indiana agency responses to states of emergency and other noteworthy statewide or nationwide events of an historic nature. If not otherwise notified, agencies may consult with the Indiana Archives if they believe an applicable event is occurring or has occurred. Response records document agency functions, actions, policies, procedures, and messaging during and after the event, and are not otherwise covered by GRADM-9 or an existing agency-specific emergency response series. Records may include, but are not limited to: administrative documents, electronic communications, records of assistance to or collaboration with other government entities, not-for-profit/volunteer groups, businesses, or citizens, general files, and summaries or histories written at a later date. Disclosure may be affected by IC 5-14-3-4(b)(6) and (19).	TRANSFER a COPY to the INDIANA ARCHIVES for EVALUATION, SAMPLING and WEEDING pursuant to archival principles, one (1) year after creation or publication. Manage original records under their applicable agency or General Retention Record Series.
ACCOUNTING RECORDS			
10	GRACC-1	BASIC ACCOUNTING RECORDS - EXPENDITURES The agency's copy of financial records and supporting documents (including cancelled checks) for all expenditures both requested and completed, unless those records are maintained under an agency-specific Record Series with an equal or greater retention period. Files include but are not limited to: payroll, budgetary appropriations and allotments, requests for proposals, vouchers and abstracts, requisitions, invoices and expenditure receipts, travel and motor pool records and requests, requests for supplies, and usage logs for paid services such as communications, software, and technical support. Disclosure of these records may be affected by IC 5-22-18-4, 26 USC 6103(n), 26 USC 7213(a) and 42 USC 405(c) (viii) (I, II, III and IV). Retention based on IC 34-13-1-1.	Records which have been submitted electronically to the AUDITOR OF STATE for payment: DESTROY/DELETE after verification of receipt by the Auditor of State's office, who will retain the information under Record Series 2007-131. Records NOT submitted to the AUDITOR OF STATE: TRANSFER hard copies to the RECORDS CENTER after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges, or MAINTAIN electronic records within agency. DESTROY or DELETE ten (10) years after the end of the state fiscal year, and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.

ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
11	GRACC-2	BASIC ACCOUNTING RECORDS - REVENUE RECORDS FOR COMPLETED TRANSACTIONS Receipt Forms and Cash Register Tapes, Report of Collections / Receipts (SF 14311), Cash Book or Cash Journal, Public Record Copy Request, State Form 1365, ID Bill including corresponding transmittal, Checks (for payments made to agency), other supporting revenue records. May be created or received in paper or electronic format. Retention based on IC 34-11-2-6.	TRANSFER hard copies to the RECORDS CENTER after the end of the fiscal year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional six (6) years. DELETE electronic records six (6) years after the end of the fiscal year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
12	GRACC-5	CONTRACTS AND LEASES All contracts with vendors or other units of government to provide goods or services, including Broad Agency Announcements. Files also include working papers and similar attachments used by the agency in this process. This record series also applies to an administrative entity receiving revenue through a contract or lease, and to grants disbursed by state agencies, unless the requirements for a specific grant mandate a longer retention period. Retention based on IC 34-13-1-1.	TRANSFER to the RECORDS CENTER after expiration of the contract or agreement and receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY ten (10) years after expiration of the contract and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
PERSONNEL RECORDS			
13	GRPER-1	EMPLOYEE ATTENDANCE REPORT AND SERVICE RECORD Series includes Employee Attendance Report, SF 14304, or its substitute; and State Employee Service Record, SF 34400. Disclosure of these records may be affected by 42 USC 405(c) (viii) (I, II, III and IV) and the discretion of a public agency per IC 5-14-3-4(b) (8). Retention based on IC 34-13-1-1.	TRANSFER to the RECORDS CENTER after the end of the fiscal year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional ten (10) years.

ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
14	GRPER-5	<p>EMPLOYEE FILES</p> <p>Records documenting the job history of State Agency workers, including full-time, part-time and temporary employees, paid or unpaid interns, and volunteers. Typical contents could include the Application for Employment, PERF forms, Request for Leave, Performance Appraisals, memos, correspondence, complaint/grievance records, miscellaneous notes, the Add, Rehire, Transfer, Change form from the Office of the Auditor of State, Record of HRMS Action, and/or public employee union information. Disclosure of these records may be subject to IC 5-14-3-4(b)(2)(3)(4) & (6), and IC 5-14-3-4(b)(8).</p>	<p>One (1) year after the employee leaves the state government agency or at the conclusion of any litigation, whichever is later:</p> <p>Volunteers and unpaid interns: TRANSFER records directly to the INDIANA ARCHIVES for EVALUATION, SAMPLING and WEEDING pursuant to archival principles.</p> <p>Full-time, part-time and temporary employees: TRANSFER the following to the RECORDS CENTER, along with a contents-list for each box:</p> <p>Personnel transaction forms, performance evaluations, job analysis questionnaires, employment applications, disciplinary notices, records relating to grievances or complaints, leave forms needed to verify PERF service credit, and training records.</p> <p>TRANSFER an additional copy of each contents-list directly to the STATE PERSONNEL DEPARTMENT.</p> <p>DESTROY all remaining employee records at the agency after fulfilling the previously-listed requirements.</p> <p>DESTROY boxes in the RECORDS CENTER (2) years after transfer date and after weeding by the STATE PERSONNEL DEPARTMENT for records missing from the employee files that they maintain under Record Series 87-200.</p>
15	GRPER-6	<p>SECONDARY AGENCY PERSONNEL FOLDERS</p> <p>This record series applies to any personnel records created or maintained separately from or in addition to the central employee personnel folder (GRPER-5). Records may include Fact Files (documentation collected by a supervisor to substantiate performance reviews) as well as general personnel matters such as documentation of employee training, which may refer to multiple employees or not refer to specific employees at all. Disclosure of these records may be affected by the discretion of a public agency per IC 5-14-3-4 (b) (8).</p>	<p>TRANSFER any original records (no other copy exists) to the employee's GRPER-5 personnel file when employee leaves the state government agency. DESTROY copies when outdated or replaced. DESTROY records that do not refer to specific employees or that refer to multiple employees three (3) years after they are outdated or replaced.</p>
16	GRPER-8	<p>AFFIRMATIVE ACTION PLANS AND POLICY STATEMENTS</p> <p>Plans and statements required by IC 4-15-12-5. Does not include the records of the State Personnel Department. Retention based on 29 CFR 1602.30.</p>	<p>DESTROY three (3) years after submission of a new plan to the State Personnel Department.</p>
17	GRPER-9	<p>REQUESTS FOR LEAVE</p> <p>Record consists of State Form 56 or its substitute. Retention partially based on IC 34-11-2-1 and IC 34-11-2-2. Exception: This Record Series does NOT apply to records relating to the Family and Medical Leave Act of 1993. Record Series GRPER-13 describes the retention requirements for such records.</p>	<p>DESTROY original two (2) years after the end of the affected pay period and after final adjudication of any pending litigation. DESTROY any other agency copies after the end of the affected pay period.</p>
18	GRPER-10	<p>EMPLOYMENT APPLICATIONS, SF 22477-NOT HIRED</p> <p>Series includes applications from persons seeking employment who are not hired. Series also contains vacancy notices, job information bulletins, unsolicited resumes, rejection correspondence, examination material, and other related materials. This process is now completely electronic. Disclosure of these records may be affected by the discretion of a public agency per IC 5-14-3-4(b)(8)(b).</p>	<p>DELETE information (3) years after the decision not to hire.</p>

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19	GRPER-11	EMPLOYEE MEDICAL RECORDS Typical record series could include SF 34401, Employer's Report of Injury, and/or SF 2118, Report of Attending Physician, or other medical information used to document work-related illnesses or injuries. Pursuant to United States Equal Opportunity Commission rules, this information "...shall be collected and maintained...in separate medical files..." Disclosure of these records may be affected by IC 5-14-3-4(a) (9) and the discretion of a public agency per IC 5-14-3-4(b) (8) and 29 CFR 1630.14(b) (1).	DESTROY three (3) years after the employee leaves the state agency.
20	GRPER-13	FAMILY AND MEDICAL LEAVE ACT OF 1993 RECORDS Applications for Family and Medical Leave (State Form 48370 or its equivalent), and any information related to use of the Family and Medical Leave Act (FMLA) including: (1) Basic payroll and identifying employee data, (2) Dates/hours FMLA leave is taken by eligible employees, (3) Notices of leave furnished by employee under FMLA, (4) Notices given to employees as required under FMLA regulations, (5) Descriptions of employee benefits and paid/unpaid leave policies and practices, (6) Premium payments of employee benefits, (7) Records of any dispute between employer and employee regarding designation of leave as FMLA leave. NOTE: Many of these records also fall under other record series in the GRACC and GRPER sections of the General Retention Schedule, with longer retention requirements. The retention period described under GRPER-13 is the MINIMUM retention, if no other record series apply. Disclosure of these records may be affected by 29 CFR 825.500(g). Retention based on 29 CFR 825.400(b).	TRANSFER all FMLA records that fall under another Record Series to the applicable series after three (3) years, and DESTROY any remaining FMLA records.
21	GRPER-15	EMPLOYMENT LOGS Permanent list of previous employees, interns, and volunteers, including name, employment/volunteer dates, classification, and rehire eligibility status where applicable. May be maintained in paper or electronic format.	MAINTAIN permanently in agency for employment verification purposes.
MEDICAL RECORDS			
22	GRMED-1	PRESCRIPTIONS AND PROOF-OF-USE SHEETS Disclosure of these records may be affected by IC 25-26-13-15. Retention based on IC 25-26-13-25, Version b.	DESTROY two (2) years after the year the prescription was originally filed in the pharmacy.
23	GRMED-2	EMPLOYEE HAZARDOUS EXPOSURE RECORDS Typical records could include employee exposure records and/or analyses using exposure or medical records. Disclosure of these records may be affected by IC 5-14-3-4(a) (9). Retention based on IC 22-3-7-9(f).	TRANSFER to the RECORDS CENTER after employee is separated from the agency. DESTROY after an additional thirty-five (35) years in the RECORDS CENTER.
PUBLICATIONS			
24	GRPUB-1	AGENCY PUBLICATIONS Publications issued by state agencies that are not solely for internal use. Consult IC 4-23-7.1-26 and Indiana State Library staff for information on any additional copies required for the state's publications depository. Retention based on IC 4-23-7.1-26.	TRANSFER one (1) copy of each publication to the INDIANA ARCHIVES. DESTROY remaining copies when outdated or replaced.
25	GRPUB-2	ANNUAL REPORTS For state agencies and divisions. Consult IC 4-23-7.1-26 and Indiana State Library staff for information on any additional copies required for the state's publications depository. Retention based on IC 4-23-7.1-26.	TRANSFER one (1) copy of each report to the INDIANA ARCHIVES. DESTROY remaining copies when outdated or replaced.

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AGENCY COPIES OF RECORDS AND FORMS MANAGEMENT DOCUMENTS			
26	GRMSC-1	MICROFILM DOCUMENTATION FILE "A formal written documentation file shall be created and retained for the life of the microfilm based upon an approved retention schedule...." (60 IAC 2-2-3). See 60 IAC 2 for required contents of the file.	TRANSFER copy of the documentation file to the INDIANA ARCHIVES. DESTROY in the INDIANA ARCHIVES when or if the microfilm to which the file pertains is destroyed.
27	GRFRM-1	STATE ADMINISTRATIVE AGENCY FORM FILE Administrative agency's file containing their State Forms, non-forms, and supporting documents. The State Archives retains their copy of the deleted State Form folders and their contents permanently.	DESTROY one (1) year after the State Form or non-form has been formally deleted through the State Forms Management process.
28	GRREC-1	RECORDS RETENTION AND DISPOSITION SCHEDULE Contains a description of all records maintained by an agency, and specifies when and how an agency's records are to be disposed of.	DESTROY agency copy when replaced by a new approved schedule from the Archives and Records Administration.
29	GRREC-2	RECORDS DISPOSITION NOTIFICATIONS Used by state agencies and by the Records Center to document approved records destruction, and by the Records Center to document transfer of records from Records Center custody to the Indiana Archives. Records consist of State Form 16 or equivalent reports generated by the Records Center. Retention based on IC 34-11-2-6.	DESTROY five (5) years after the end of the fiscal year of records disposition, and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
30	GRREC-3	RECORD TRANSMITTAL AND RECEIPT, SF 23628 Used to document the transfer of records to the State Records Center. Also used as a reference guide to retrieve records.	DESTROY after all records listed on the form have been destroyed.
31	GRREC-4	REQUEST FOR RECORD, SF 24019 Used by agencies to request records stored at the State Records Center.	DESTROY after the record or records are returned to the State Records Center.
32	GRREC-5	ACCESSION REGISTER, SF 29649 OR EQUIVALENT, AND STATE ARCHIVES RECORD TRANSMITTAL AND RECEIPT, SF 48883 The State Archives Record Transmittal and Receipt is the receipt given to the agency when transferred records are accepted in the State Archives. An Accession Register is a listing of those materials retained by the Indiana Archives once the records have been processed into the archival collections, provided on request as a reference guide for agency staff.	MAINTAIN permanently in agency for reference purposes.
VISUAL AND AUDIOVISUAL RECORDS			
33	GRPHO-1	AGENCY PHOTOGRAPHS Photographic records which are not already included as part of a more specific agency or general retention record series. Typically consists of photographs of special events and activities of the agency, such as the Combined State Campaign, Interchange photos, general circulation or special purpose periodicals, intra-office news, or other still photographs.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles one (1) year after the date of the event or activity.
34	GRPHO-2	AERIAL PHOTOGRAPHS AND AREA MAPS Aerial photographs and maps created as part of various agency projects and surveys, which are not already included as part of a more specific agency or general retention record series.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles after one (1) year.
35	GRAPH-1	TRANSPARENCIES	DESTROY one (1) year after use.
36	GRAPH-2	MISCELLANEOUS ARTWORK Drawings and artwork for handbills, flyers, posters, and other graphic art.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles one (1) year after final publication.
37	GRAPH-5	BLUEPRINTS AND SPECIFICATIONS Blueprints, building plans, and specifications for projects created or managed by a state government entity, which are not already included as part of a more specific agency or general retention record series. (Blueprints for state government buildings would fall under Record Series GRHIS-1.)	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles one (1) year after completion or closure of project.

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38	GRVID-1	PERSONNEL AND STAFF TRAINING RECORDINGS Whether created internally by the agency, or acquired from an outside source. May include "role-play" sessions, management and/or supervisory instruction.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles one (1) year after completion of training.
39	GRVID-2	REHEARSAL OR PRACTICE TAPES	ERASE or DESTROY immediately.
40	GRVID-4	ROUTINE SURVEILLANCE RECORDINGS Disclosure of these records may be affected by IC 5-14-3-4(a) and the discretion of a public agency per IC 5-14-3-4(b) (1) & (6).	DESTROY after 30 days unless one of the following conditions occurs before that time period elapses: (1) If the agency receives notice, actual or constructive, that evidence of illegal activity was captured, TRANSFER records to Record Series GRVID-7 and follow the appropriate listed retention. (2) If the agency receives notice, actual or constructive, that evidence was captured resulting in a timely notice of tort claim under IC 34-13-3-8, DESTROY three (3) years after action accrues. (3) If litigation occurs for which the record is admitted into evidence, the record becomes the responsibility of the court and is subject to Indiana Rules of Court, Administrative Rule 7.
41	GRVID-5	SCIENTIFIC OR ENGINEERING RECORDINGS Disclosure of these records may be affected by IC 5-14-3-4(a) (4) & (9), and IC 5-14-3-4(b) (1) and (5).	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles two (2) years after completion of the project or activity using the footage.
42	GRVID-6	MEETING AND AWARD PRESENTATIONS	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles one (1) year after the meeting or presentation.
43	GRVID-7	LAW ENFORCEMENT RECORDINGS Includes vehicle dash camera and body camera footage from law enforcement agencies or divisions, as well as footage from any agency that is found to depict illegal activity. Disclosure of these records may be affected by IC 5-14-3-4(a) and the discretion of a public agency pursuant to IC 5-14-3-4(b). Retention based on IC 5-14-3-5.3 (effective July 2016). This record series does not apply to the criminal history records of the Indiana State Police, pursuant to IC 5-15-5.1-5(a) (4).	DESTROY after 280 days unless one of the following conditions occurs before that time period elapses: (1) If an eligible party under IC 5.1(a) has requested a longer retention, or a complaint regarding a law enforcement activity depicted in the footage has been made, DESTROY after two (2) years. (2) If the agency receives notice, actual or constructive, that evidence was captured resulting in a timely notice of tort claim under IC 34-13-3-8, DESTROY three (3) years after action accrues. (3) If litigation occurs for which the record is admitted into evidence, the record becomes the responsibility of the court and is subject to Indiana Rules of Court, Administrative Rule 7.

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OTHER GENERAL RECORDS			
44	GRHIS-1	HISTORICAL DATA ON STATE BUILDINGS AND PROPERTIES - AGENCY COPY Records may include: proposal, funding and contract history, architect, engineer and contractor information, copies of drawings, plans, specifications, change orders, alterations and repairs, property maps, and other supporting historical information.	TRANSFER to the INDIANA ARCHIVES for permanent archival retention after the destruction or removal of the building or structure or sale of property, and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
45	GRLEG-1	AGENCY LEGAL FILES Sometimes called litigation files, records may include written notice of pending or threatened litigation, records of meetings, court sessions and administrative hearings, related correspondence from agency counsel, administration, and other affected parties, and an extensive variety of supporting documentation, including fiscal and planning records. Disclosure of these records may be subject to IC 5-14-3-4(a) (1, 3, 9, and 12) and IC 5-14-3-4(b) (2, 6 and 8). Retention consistent with IC 34-11-2-6 and IC 35-41-4-2(a).	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, five (5) years after final adjudication of any litigation or administrative hearing.
46	GRAAA-1	ADMINISTRATIVE ORDERS AND PROCEDURES Orders after 06/30/1987 are required to be indexed and orders prior to that date may be indexed if a written request is received by the state agency. Disclosure of these records may be subject to IC 5-14-3-4. Retention based on IC 34-11-2-7.	TRANSFER to the RECORDS CENTER two (2) years after the final order is issued. TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after an additional four (4) years in the RECORDS CENTER.
47	GRPOST-1	MAIL AND PACKAGE DELIVERY RECORDS	DESTROY two (2) years after the month of mailing.
OSHA -OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION-RECORDS			
48	GROSH-1	WORK-RELATED INJURIES AND ILLNESSES Includes OSHA Form 300: Log of Work-Related Injuries and Illnesses, OSHA Form 300A, Summary of Work-Related Injuries and Illnesses, and OSHA Form 301, Injury and Illness Incident Report, as well as any related reports, correspondence, and supporting documents. Disclosure of these records may be affected by 29 CFR 1904.29 and IC 5-14-3-4 (a) (3). Retention based on 29 CFR 1904.33.	DESTROY five (5) years after the end of the calendar year that the records cover.
49	GROSH-4	MATERIAL SAFETY DATA SHEETS (MSDS) These reports and data sheets are supplied by the manufacturer of hazardous chemicals and submitted to businesses and other organizations receiving and using the substances. One (1) report or MSDS is submitted for each chemical in accordance with federal OSHA requirements. General information, ingredients, physical data, fire and explosion hazard data and other precautions are listed to inform and protect individuals who use or are exposed to these substances and chemicals. Disclosure of these records may be affected by 29 CFR 1910.1020(f) (1) and (2), and IC 5-14-3-4(a) (4). Retention based on 29 CFR 1910.1020(d) (i) (ii) (B).	DESTROY thirty (30) years after the date the substance was last received, used, or stored in the workplace.

SUMMER 2021 UPDATES (7/21 and 8/21 meetings of the Oversight Committee on Public Records)

1. Amendment to **GRACC-1 retention**: clarifies that the Auditor of State exception applies only to records that were submitted electronically.
2. Amendment to **GRPER-5 description**: adds volunteers to the list of statuses covered by the record series
3. Amendments to **GRPER-5 retention**:
 - a. Moves "MAINTAIN a list of previous employees permanently within the agency..." out of GRPER-5 and into its own separate Record Series.
 - b. Adds a line noting that volunteer and unpaid intern records may be transferred directly to the State Archives as GRPER-5 after 1 year, rather than to the Records Center.
4. **New Record Series GRPER-15**: covers the permanent list of previous employees that all agencies are required to maintain.

All other Record Series remain unchanged since the 7/2020 revision.