

## RECORDS RETENTION AND DISPOSITION SCHEDULE

## **Educational Institutions (Public Schools)**

ITEM	RECORD	TITLE/DESCRIPTION	RETENTION PERIOD
NO.	SERIES	(This Retention Schedule is approved on a space-available basis)	
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	Except where otherwise provided in the
		Includes email. Principals, counselors, non-teaching administrative staff.	general retention schedule or this schedule
		administrative stail.	(see: Record Series EDA 16-005), DESTROY after five (5) years.
	EDX -16-00	SUPERINTENDENT CORRESPONDENCE	PERMANENT. Transfer electronically to the
5	EDA-10-00	Documents major functions, activities, programs, decision	INDIANA ARCHIVES AND RECORDS ADMINISTRATION
		and policy making, important events in school district's	or MICROFILM according to 60 IAC 2
		history. Confidential.	STANDARDS. Original may be retained in
		miscory. Committee and the second sec	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
11	HD3 16 01	ADVIN DUDI I GARDANA TAGUED DU GADDADARION	later.
11	FDW-IP-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;	PERMANENT. MICROFILM according to 60 IAC 2
		ANNUAL FINANCIAL REPORT; GATEWAY FINANCIAL REPORT	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.
	EDA-16-01	BUILD - CONTRACTED WORK ORDERS	DESTROY three (3) years after completion of
13		I	
13			construction project.
		BUILD - CORRESPONDENCE, CONSTRUCTION PROJECTS	construction project.  DESTROY three (3) years after completion of

Approved by the Indiana Oversight Committee on Public Records

TD		DULL D. DOMING DIMEDDIAMS SPECIAL CAMPONS DIAMED	DECEMBOYbox no longer weeful
	EDA-16-01	BUILD - DRAWINGS, BLUEPRINTS, SPECIFICATIONS - PLANNED	DESTROY when no longer useful.
		Planned design drawings.	
Τ6	EDA-16-01	BUILD - DRAWINGS, BLUEPRINTS, SPECIFICATIONS - AS BUILT	PERMANENT. MICROFILM according to 60 IAC 2
		As built drawings.	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.
1.8	EDA-16-01	BUILD - EPA ASBESTOS INSPECTIONS REPORTS	DESTROY three (3) years after the next
		DOILD BIT INDEBTOR INDIBITIONS RELOADS	re-inspection as required by 40 CFR 763.94.
1 0	EDX -16-01	BUILD - IDEM MONTHLY TREATMENT PLAN LAB REPORTS	DESTROY after three (3) years.
19	EDA-16-01		DESTROY after three (3) years.
2.0	ED3 16 00	Sewage treatment.	DEGEDOV - 51 12 (2)
		BUILD - STATE FIRE MARSHAL ANNUAL SITE INSPECTION REPORTS	DESTROY after three (3) years.
		FOOD - FOOD SERVICES GUIDELINES	DESTROY when superseded.
		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	DESTROY after five (5) years.
		Indiana, replaces EIR-5 form.	
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.
2.2	EDX 16 02	STU - STUDENT DUE PROCESS FILES (EXPULSION RECORD)	DESTROY after five (5) years.
34	EDA-10-03		DESIROT alter live (5) years.
2.2	ED 16 02	Confidential.	DEGEDOV - 54 (7)
		STU - STUDENT HANDBOOKS	DESTROY after seven (7) years.
34	EDA-16-03	INST - ACHIEVEMENT TEST SCORE SHEET/SCORE BOOKLET	DESTROY after five (5) years.
		G	
		Confidential.	
35	EDA-16-03	Confidential.  INST - CHAPTER I OR TITLE I GRANT AGREEMENT LETTER	RETAIN as required by grant agreement or
35	EDA-16-03		DESTROY ten (10) years after the conclusion
		INST - CHAPTER I OR TITLE I GRANT AGREEMENT LETTER	DESTROY ten (10) years after the conclusion of the grant, whichever is longer.
			DESTROY ten (10) years after the conclusion of the grant, whichever is longer.
		INST - CHAPTER I OR TITLE I GRANT AGREEMENT LETTER	DESTROY ten (10) years after the conclusion of the grant, whichever is longer.
36	EDA-16-03	INST - CHAPTER I OR TITLE I GRANT AGREEMENT LETTER	DESTROY ten (10) years after the conclusion of the grant, whichever is longer.  DESTROY ten (10) years after the conclusion
36	EDA-16-03	INST - CHAPTER I OR TITLE I GRANT AGREEMENT LETTER  INST - ANNUAL PROJECT EVALUATION (END GRANT CYCLE)	DESTROY ten (10) years after the conclusion of the grant, whichever is longer.  DESTROY ten (10) years after the conclusion of the grant.
36	EDA-16-03	INST - CHAPTER I OR TITLE I GRANT AGREEMENT LETTER  INST - ANNUAL PROJECT EVALUATION (END GRANT CYCLE)  INST - COMPARABILITY REPORT	DESTROY ten (10) years after the conclusion of the grant, whichever is longer.  DESTROY ten (10) years after the conclusion of the grant.  DESTROY after five (5) years.
36 37 38	EDA-16-03 EDA-16-03	INST - CHAPTER I OR TITLE I GRANT AGREEMENT LETTER  INST - ANNUAL PROJECT EVALUATION (END GRANT CYCLE)  INST - COMPARABILITY REPORT  INST - COORDINATION RECORD, STUDENT	DESTROY ten (10) years after the conclusion of the grant, whichever is longer.  DESTROY ten (10) years after the conclusion of the grant.  DESTROY after five (5) years.
36 37 38 39	EDA-16-03 EDA-16-03 EDA-16-03	INST - CHAPTER I OR TITLE I GRANT AGREEMENT LETTER  INST - ANNUAL PROJECT EVALUATION (END GRANT CYCLE)  INST - COMPARABILITY REPORT INST - COORDINATION RECORD, STUDENT Confidential.	DESTROY ten (10) years after the conclusion of the grant, whichever is longer.  DESTROY ten (10) years after the conclusion of the grant.  DESTROY after five (5) years.  DESTROY after five (5) years.
36 37 38 39	EDA-16-03 EDA-16-03 EDA-16-03	INST - CHAPTER I OR TITLE I GRANT AGREEMENT LETTER  INST - ANNUAL PROJECT EVALUATION (END GRANT CYCLE)  INST - COMPARABILITY REPORT INST - COORDINATION RECORD, STUDENT Confidential.  INST - HOME VISIT DOCUMENTATION	DESTROY ten (10) years after the conclusion of the grant, whichever is longer.  DESTROY ten (10) years after the conclusion of the grant.  DESTROY after five (5) years.  DESTROY after five (5) years.  DESTROY after five (5) years.
36 37 38 39 40	EDA-16-03 EDA-16-03 EDA-16-03 EDA-16-04	INST - CHAPTER I OR TITLE I GRANT AGREEMENT LETTER  INST - ANNUAL PROJECT EVALUATION (END GRANT CYCLE)  INST - COMPARABILITY REPORT  INST - COORDINATION RECORD, STUDENT  Confidential.  INST - HOME VISIT DOCUMENTATION  INST - LOSS AND GAIN FORM  Achievement Data. Confidential.	DESTROY ten (10) years after the conclusion of the grant, whichever is longer.  DESTROY ten (10) years after the conclusion of the grant.  DESTROY after five (5) years.
36 37 38 39 40 41	EDA-16-03 EDA-16-03 EDA-16-03 EDA-16-04 EDA-16-04	INST - CHAPTER I OR TITLE I GRANT AGREEMENT LETTER  INST - ANNUAL PROJECT EVALUATION (END GRANT CYCLE)  INST - COMPARABILITY REPORT  INST - COORDINATION RECORD, STUDENT  Confidential.  INST - HOME VISIT DOCUMENTATION  INST - LOSS AND GAIN FORM  Achievement Data. Confidential.  INST - NEEDS ASSESSMENT RANKING REPORT	DESTROY ten (10) years after the conclusion of the grant, whichever is longer.  DESTROY ten (10) years after the conclusion of the grant.  DESTROY after five (5) years.
36 37 38 39 40 41	EDA-16-03 EDA-16-03 EDA-16-03 EDA-16-04 EDA-16-04	INST - CHAPTER I OR TITLE I GRANT AGREEMENT LETTER  INST - ANNUAL PROJECT EVALUATION (END GRANT CYCLE)  INST - COMPARABILITY REPORT  INST - COORDINATION RECORD, STUDENT Confidential.  INST - HOME VISIT DOCUMENTATION  INST - LOSS AND GAIN FORM Achievement Data. Confidential.  INST - NEEDS ASSESSMENT RANKING REPORT  INST - NEWSLETTER, ALL FORMATS INCLUDING WRITTEN AND	DESTROY ten (10) years after the conclusion of the grant, whichever is longer.  DESTROY ten (10) years after the conclusion of the grant.  DESTROY after five (5) years.
36 37 38 39 40 41	EDA-16-03 EDA-16-03 EDA-16-03 EDA-16-04 EDA-16-04	INST - CHAPTER I OR TITLE I GRANT AGREEMENT LETTER  INST - ANNUAL PROJECT EVALUATION (END GRANT CYCLE)  INST - COMPARABILITY REPORT  INST - COORDINATION RECORD, STUDENT Confidential.  INST - HOME VISIT DOCUMENTATION  INST - LOSS AND GAIN FORM Achievement Data. Confidential.  INST - NEEDS ASSESSMENT RANKING REPORT  INST - NEWSLETTER, ALL FORMATS INCLUDING WRITTEN AND ELECTRONIC	DESTROY ten (10) years after the conclusion of the grant, whichever is longer.  DESTROY ten (10) years after the conclusion of the grant.  DESTROY after five (5) years.  DESTROY after five (5) years.  DESTROY after five (5) years  DESTROY after five (5) years.
36 37 38 39 40 41	EDA-16-03 EDA-16-03 EDA-16-03 EDA-16-04 EDA-16-04	INST - CHAPTER I OR TITLE I GRANT AGREEMENT LETTER  INST - ANNUAL PROJECT EVALUATION (END GRANT CYCLE)  INST - COMPARABILITY REPORT  INST - COORDINATION RECORD, STUDENT Confidential.  INST - HOME VISIT DOCUMENTATION  INST - LOSS AND GAIN FORM Achievement Data. Confidential.  INST - NEEDS ASSESSMENT RANKING REPORT  INST - NEWSLETTER, ALL FORMATS INCLUDING WRITTEN AND ELECTRONIC Includes official announcements made on a social media	DESTROY ten (10) years after the conclusion of the grant, whichever is longer.  DESTROY ten (10) years after the conclusion of the grant.  DESTROY after five (5) years.  DESTROY after five (5) years.  DESTROY after five (5) years  DESTROY after five (5) years.  DESTROY after five (5) years.  DESTROY after five (5) years.  PERMANENT. May MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County
36 37 38 39 40 41	EDA-16-03 EDA-16-03 EDA-16-03 EDA-16-04 EDA-16-04	INST - CHAPTER I OR TITLE I GRANT AGREEMENT LETTER  INST - ANNUAL PROJECT EVALUATION (END GRANT CYCLE)  INST - COMPARABILITY REPORT  INST - COORDINATION RECORD, STUDENT Confidential.  INST - HOME VISIT DOCUMENTATION  INST - LOSS AND GAIN FORM Achievement Data. Confidential.  INST - NEEDS ASSESSMENT RANKING REPORT  INST - NEWSLETTER, ALL FORMATS INCLUDING WRITTEN AND ELECTRONIC	DESTROY ten (10) years after the conclusion of the grant, whichever is longer.  DESTROY ten (10) years after the conclusion of the grant.  DESTROY after five (5) years.  DESTROY after five (5) years.  DESTROY after five (5) years  DESTROY after five (5) years.  DESTROY after five (5) years.  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
36 37 38 39 40 41	EDA-16-03 EDA-16-03 EDA-16-03 EDA-16-04 EDA-16-04	INST - CHAPTER I OR TITLE I GRANT AGREEMENT LETTER  INST - ANNUAL PROJECT EVALUATION (END GRANT CYCLE)  INST - COMPARABILITY REPORT  INST - COORDINATION RECORD, STUDENT Confidential.  INST - HOME VISIT DOCUMENTATION  INST - LOSS AND GAIN FORM Achievement Data. Confidential.  INST - NEEDS ASSESSMENT RANKING REPORT  INST - NEWSLETTER, ALL FORMATS INCLUDING WRITTEN AND ELECTRONIC Includes official announcements made on a social media	DESTROY ten (10) years after the conclusion of the grant, whichever is longer.  DESTROY ten (10) years after the conclusion of the grant.  DESTROY after five (5) years.  DESTROY after five (5) years.  DESTROY after five (5) years  DESTROY after five (5) years.  DESTROY after five (5) years.  DESTROY after five (5) years.  PERMANENT. May MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County

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.
		INST - PROJECT\PROGRAM APPLICATION AND AMENDMENTS	DESTROY after five (5) years.
		INST - QUARTERLY MONITORING REPORT	DESTROY after five (5) years.
		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	DESTROY after five (5) years.
		UNDER P.L.97-35 (PROGRAM PLAN)	
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	Records are maintained 5 years beyond the
		Includes but not limited to: Testing Results Records	provision of educational services to the
		(ISTEP, CAT, SAT, ACT, EPSF), Multidisciplinary Team	student OR until the student reaches 21
		Evaluation Reports, Case Conference Committee Summaries,	years of age, whichever is less, if the
		Individualized Education Plans, Transition Plans,	parents have not requested destruction of
		  Correspondence, Pertinent information regarding the	the records. 34 CFR 300.573 permits parents
		student's educational placement, release letters for	to request the destruction of personally
		outside agencies to view student records, test protocol on	identifiable information on their child.
		student, documentation of student program and attendance	The parent must be informed of the
		record, student exit/drop-out interview, student selection	destruction option (generally at
		form (includes test scores, teacher referrals), teacher's	graduation.) If parents request the
		evaluation of student/comments record, record of student	information destroyed, the agency may
		home visits, and Report of Alleged Child Abuse or Neglect	retain a permanent record of a student's
		(State Form 114R2). Confidential. Includes Adult Education	name, address, phone #, his or her grades,
		1, 222 2.2 12.1.2, Contraction included hadre badeacton	, address, Figure    / His of Her grades,
		records.	attendance record, classes attended grade
		records.	attendance record, classes attended, grade level and year completed.

Includes but not limited to: student alcohol/narcotic proscreening reports, immunization record and status (includes state Form 22363-Kindergarten and State Form 2263NE), list	Records are maintained 5 years beyond the
screening reports, immunization record and status (includes state Form 22363-Kindergarten and State Form 2263NE), list	decords are marmarmed 5 years beyond the
State Form 22363-Kindergarten and State Form 2263NE), list ye	provision of educational services to the
	student OR until the student reaches 21
of medications given to student at school, student health	rears of age, whichever is less, if the
	parents have not requested destruction of
screening results, tests, and referrals, record of student   the	the records. 34 CFR 300.573 permits parents
	to request the destruction of personally
	dentifiable information on their child.
	The parent must be informed of the
	<del>-</del>
	destruction option (generally at
	graduation.) If parents request the
	nformation destroyed, the agency may
	retain a permanent record of a student's
	name, address, phone #, his or her grades,
	ttendance record, classes attended, grade
	evel and year completed.
67 EDA-16-06 UNIVERSAL PRECAUTIONS TRAINING FOR EMPLOYEES, SIGN-IN SHEET DI	DESTROY after three (3) years.
68 EDA-16-06 AGREEMENT TO SAFEGUARD INFORMATION MA	MAINTAIN copy in staff member's personnel
f:	file after staff member leaves program or
s	school district employment.
69 EDA-16-06 ANNUAL DATA REPORT - EDUCATION OF THE HANDICAPPED	PERMANENT. MICROFILM according to 60 IAC 2
	TANDARDS. 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.
	DESTROY after five (5) years.
HANDICAPPED	DESTROY after five (5) years.
	NEGERON SELON Firm (F)
	DESTROY after five (5) years.
UNITS FOR EXCEPTIONAL CHILDREN	
	DESTROY after five (5) years and STATE
	BOARD OF ACCOUNTS audit.
	DESTROY after three (3) years and STATE
	BOARD OF ACCOUNTS audit.
74 EDA-16-07 SUMMER - APPROVAL LETTER DI	DESTROY after three (3) years and STATE
BO	BOARD OF ACCOUNTS audit.
75 EDA-16-07 SUMMER - ATTENDANCE RECORDS DI	DESTROY after information is transferred to
st	student's record.
76 EDA-16-07 SUMMER - CORPORATION ISTEP RE-MEDIATION AND RETENTION PR	PERMANENT. MICROFILM according to 60 IAC 2
SUMMARY	STANDARDS. Original may be retained in
of	office, transferred to the County Archives
OI	or destroyed upon receipt of written
a	approval from the INDIANA ARCHIVES AND
	RECORDS ADMINISTRATION.
RI	PERMANENT. MICROFILM according to 60 IAC 2
	Bidlindini. Hitchorithi according to ou inc 2
77 EDA-16-07 SUMMER- ISTEP FINAL REPORTING FORM PI	STANDARDS. Original may be retained in
77 EDA-16-07 SUMMER- ISTEP FINAL REPORTING FORM PI	TANDARDS. Original may be retained in
77 EDA-16-07 SUMMER- ISTEP FINAL REPORTING FORM PI	TANDARDS. Original may be retained in office, transferred to the County Archives
77 EDA-16-07 SUMMER- ISTEP FINAL REPORTING FORM ST.	TANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written
77 EDA-16-07 SUMMER- ISTEP FINAL REPORTING FORM ST. OD. OD. OD. OD. OD. OD. OD. OD. OD. OD	STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND
77 EDA-16-07 SUMMER- ISTEP FINAL REPORTING FORM ST. OD	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 ST. OI	STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND SECORDS ADMINISTRATION.  DESTROY after three (3) years.
77 EDA-16-07 SUMMER- ISTEP FINAL REPORTING FORM ST OF OF OF OF OF THE PROPERTY	STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND SECORDS ADMINISTRATION.  DESTROY after three (3) years.  DESTROY after grades are transferred to
77 EDA-16-07 SUMMER- ISTEP FINAL REPORTING FORM ST. OI. OI. OI. OI. OI. OI. OI. OI. OI. OI	STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND SECORDS ADMINISTRATION.  DESTROY after three (3) years. DESTROY after grades are transferred to student's permanent record.
77 EDA-16-07 SUMMER- ISTEP FINAL REPORTING FORM SS. 61 62 63 63 64 64 64 64 64 64 64 64 64 64 64 64 64	STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND SECORDS ADMINISTRATION.  DESTROY after three (3) years.  DESTROY after grades are transferred to student's permanent record.  DESTROY after one (1) year.
77 EDA-16-07 SUMMER- ISTEP FINAL REPORTING FORM ST. Oct. Oct. Oct. Oct. Oct. Oct. Oct. Oct	STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND SECORDS ADMINISTRATION.  DESTROY after three (3) years.  DESTROY after grades are transferred to student's permanent record.  DESTROY after one (1) year.  DESTROY after one (1) year.
77 EDA-16-07 SUMMER- ISTEP FINAL REPORTING FORM ST. OD	STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES AND SECORDS ADMINISTRATION.  DESTROY after three (3) years.  DESTROY after grades are transferred to student's permanent record.  DESTROY after one (1) year.  DESTROY after one (1) year.  DESTROY AFTER OFFILM according to 60 IAC 2 STANDARDS. Original may be retained in
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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	PERMANENT. May MICROFILM according to 60
		ELECTRONIC	IAC 2 STANDARDS. Original may be retained
		Includes official announcements made on a social media	in office, transferred to the County
		platform. (Includes team newsletters to parents).	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	DESTROY after five (5) years.
		Confidential.	
101	EDS-16-01	GRADE SHEETS, CUMULATIVE BY SEMESTER	DESTROY after three (3) years.
		Confidential.	
102	EDS-16-02	GRADE SHEETS, SIX WEEK	DESTROY after three (3) years.
		Confidential.	
103	EDS-16-02	LETTER OF ABSENCE RECORD TO PARENTS	DESTROY after three (3) years.
		Confidential.	
104	EDS-16-02	NOTICE OF SUSPENSION	DESTROY three (3) years after student is no
		Confidential.	longer enrolled.
105	EDS-16-02	PERMANENT RECORD CARDS, GRADUATED AND WITHDRAWN STUDENTS	PERMANENT. MICROFILM according to 60 IAC 2
		Confidential.	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	DESTROY after three (3) years.
		May be confidential.	
107	EDS-16-02	ATHLETIC INSURANCE RECORDS	DESTROY after SEVEN (7) years.
		May be confidential.	
108	EDS-16-02	ATHLETIC - PARENT-PHYSICIAN CERTIFICATION	DESTROY after five (5) years.
		May be confidential.	

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DESTION   LIB - PATRON FILES   RETAIN until replaced or inactive.	120	EDS-16-03	LIB - MATERIALS INVENTORY	DESTROY after five (5) years or STATE BOARD
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  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 State and federal requirements.  128 EDC-16-00 FINANCIAL REPORTING REQUIREMENTS Includes tax forms, required reports to agencies, includes state and federal requirements.  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 Archives or destroyed upon receipt of written approval from the INDIANA ARCHIVES				·
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  125 EDS-16-04 FACULTY/STAFF CORRESPONDENCE  126 EDS-16-04 FACULTY/STAFF EMAIL  127 EDC-16-00 CHARTER AGREEMENT  128 EDC-16-00 FINANCIAL REPORTING REQUIREMENTS  Includes tax forms, required reports to agencies, includes state and federal requirements.  129 EDC-16-00 GOVERNING DOCUMENTS AS REQUIRED BY IC \$ 20-24-3-3  129 EDC-16-00 GOVERNING DOCUMENTS AS REQUIRED BY IC \$ 20-24-3-3  DESTROY after FOUR (4) years  DESTROY after 30 days.  DESTROY after three (3) years.  Except where otherwise provided in the general retention schedule or this schedule, DESTROY after SIX (6) years.  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	121	EDS-16-03	LIB - PATRON FILES	RETAIN until replaced or inactive.
124 EDS-16-04 SCHOOL PREMISES, BUS, OR SCHOOL-OWNED PROPERTY VIDEO SURVEILLANCE  125 EDS-16-04 FACULTY/STAFF CORRESPONDENCE  126 EDS-16-04 FACULTY/STAFF EMAIL  127 EDC-16-00 CHARTER AGREEMENT  128 EDC-16-00 FINANCIAL REPORTING REQUIREMENTS Includes tax forms, required reports to agencies, includes state and federal requirements.  129 EDC-16-00 GOVERNING DOCUMENTS AS REQUIRED BY IC \$ 20-24-3-3  129 EDC-16-00 GOVERNING DOCUMENTS AS REQUIRED BY IC \$ 20-24-3-3  DESTROY after 130 days.  DESTROY after three (3) years.  PERCAPT Where otherwise provided in the general retention schedule or this schedule, DESTROY after SIX (6) years.  DESTROY after three (3) years.  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 or destroyed upon receipt of written approval from the INDIANA ARCHIVES	122	EDS-16-04	LIB - TITLE II APPLICATION	DESTROY after FOUR (4) years.
SURVEILLANCE  DESTROY after three (3) years.  Except where otherwise provided in the general retention schedule or this schedule, DESTROY after three (3) years.  DESTROY after three (3) years.  Except where otherwise provided in the general retention schedule or this schedule, DESTROY after three (3) years.  DESTROY after three (1) the general retention schedule or this schedule, DESTROY after SIX (6) years.  DESTROY after three (1) years.  D	123	EDS-16-04	LIB - TITLE II INVENTORY & EVALUATION	DESTROY after FOUR (4) years
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EDS-16-04 FACULTY/STAFF EMAIL  EXCEPT where otherwise provided in the general retention schedule or this schedule, DESTROY after three (3) years.  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.  EXCEPT where otherwise provided in the general retention schedule or this schedule, DESTROY after SIX (6) years.  PERMANENT. May MICROFILM according to 60 Written approval from the INDIANA ARCHIVES and federal requirements.  Except where otherwise provided in the general retention schedule or this schedule, DESTROY after SIX (6) years.  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			SURVEILLANCE	
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130	EDS 16-04	LESSON PLANS	DESTROY 6 months after conclusion of
			academic year or when no longer useful,
			whichever is later.