RECORDS RETENTION AND DISPOSITION SCHEDULE
Finance Authority, Indiana

Agency: Finance Authority, Indiana Division:

ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION *(This Retention Schedule is approved on a space-available basis)*	RETENTION PERIOD
1	99-34	**INDUSTRIAL DEVELOPMENT PROJECTS BONDS** In accordance with IC 5-1.2-9-19, the Authority may initiate programs for financing industrial development projects for developers and users in Indiana through the issuance of bonds under this chapter. Pursuant to IC 5-1.2-9-26 the cumulative terms of refunding bonds shall not exceed fifty (50) years for any industrial development project. Retention based on IC 5-1.2-9-26	TRANSFER paper records to the RECORDS CENTER five (5) years after project financing and after receipt of the private CPA Audit Report and satisfaction of unsettled charges. DESTROY all formats fifty (50) years after project financing and after receipt of aforementioned private CPA Audit Report.
2	2008-15	**LEASE APPROPRIATION BONDS** The Indiana Finance Authority is authorized to issue bonds and other obligations to finance projects to be leased to other State agencies. The IFA-s bonds and notes are special and limited obligations of the IFA, payable from lease rental revenue, bond or note proceeds and investment income.	TRANSFER paper records to the RECORDS CENTER ten (10) years after project financing and after receipt of the private CPA Audit Report and satisfaction of unsettled charges. DESTROY all formats fifty (50) years after project financing and after receipt of aforementioned private CPA Audit Report.
3	99-36	**NOTICE OF ISSUANCE** A bond issuer must file two (2) originally signed copies and return them to the Indiana Finance Authority. The title of bonds, amount, issuer name and address, project name and address and bond counsel name and address are all included. Retention based on IC 5-1.2-9-26.	TRANSFER paper records to the RECORDS CENTER three (3) years after notice of issuance received. DESTROY all formats fifty (50) years notice of issuance was received.
4	99-38	**ENVIRONMENTAL REMEDIATION REVOLVING LOAN PROGRAM** Pursuant to IC 5-1.2-12-1 the environmental remediation revolving loan program is established to assist in the redevelopment of brownfields and other statutory activities. The Indiana Finance Authority works with the Indiana Department of Environmental Management and the state Budget Agency in administration and management of the fund and the program. Money in this dedicated fund is from state and federal funding sources and may be used to provide loans or other financial assistance to or for the benefit of political subdivisions for assessment, cleanup, or other activities as allowed under applicable statutory guidelines or federal regulations. Typical documents found include application records, approval records, loan agreements, grant agreements, EPA-required documents, site contracts, consultant contracts, and environmental site records including, but not limited to, site assessment records, technical correspondence, technical memoranda, monitoring records, and closure documents. Additional financial records include but are not limited to requests for payments, invoices, reimbursement records, audit records, and bank records. A loan can be made for up to twenty (20) years. Retention is partially based on 42 USC 104(k) and 42 USC 128.	TRANSFER paper records to the RECORDS CENTER after final disbursement of financial award or issuance of closure document. TRANSFER all formats to the INDIANA ARCHIVES for EVALUATION, SAMPLING OR WEEDING pursuant to archival principles twenty (20) years after final disbursement of financial award or issuance of closure document.

Approved by the Indiana Oversight Committee on Public Records