



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Budget Agency, State

Agency: Budget Agency		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	84-588	<b>INTERGOVERNMENTAL REVIEW</b> Presidential Executive Order 12372 (October 1, 1983) eliminated the A-95 Clearinghouse Review in the State Planning Agency. It has been replaced by the Intergovernmental Review, which reviews applications for federal grants submitted at all levels within the state. The State Budget Agency acts as the clearinghouse for those reviews at both the state and local level. Included is State Form Number 13700, Indiana -EO 12372, Single Point of Contact Action, State Process Recommendation . Project Review/Response Form, and comments from the state agencies and local public officials who reviewed the application are to be attached.	TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles; after two (2) years.
2	90-177	<b>AGENCY BUDGETS - ANALYST COPY</b> File includes State Form Numbers 5105 and 5164. This is the budget analyst's copy of the as-submitted budget for each agency's budget. Filed by state agency and account, this copy contains notes of the budget analyst. Confidential at the discretion of the public agency, [IC 5-14-3-4(b)(6)], (2003 IC Supplement)]	TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after four (4) years.
3	90-182	<b>TRANSFER REQUESTS</b> Consists of forms and records giving authorization to transfer budget funds within an account. This is a functional record of the State Budget Agency. Retention based on IC 34-13-1-1, (1998 Edition)	TRANSFER to the RECORDS CENTER three (3) years after the end of the fiscal year. TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles, after an additional seven (7) years in the RECORDS CENTER. TOTAL RETENTION: Ten (10) years after the end of the fiscal year.
4	90-183	<b>ADVICE OF ALLOTMENT/ALLOTMENT TRANSMITTAL</b> These forms served as the budget analyst's recommendations to the Auditor of State. Budget Allotment Transmittal Sheets served as cover memos to the Advice of Allotment and are consecutively numbered. This is a functional record of the State Budget Agency. Retention based on IC 34-13-1-1, (1998 Edition)	TRANSFER to the RECORDS CENTER three (3) years after the end of the fiscal year. TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles, after an additional seven (7) years in the RECORDS CENTER. TOTAL RETENTION: Ten (10) years after the end of the fiscal year.
5	2003-01	<b>BUILD INDIANA FUND</b> The Build Indiana Fund, or BIF, was established in accordance with IC 4-30-17-2 thru IC 4-30-17-13, 1998 Edition and 2003 IC Supplement. The fund is to receive deposits of surplus lottery revenues collected under this article. A typical file contains the application for state and local capital projects, extensive correspondence, claim vouchers, voucher abstracts, a project description and the amount of money appropriated for the project and a contract. Files are arranged by calendar year and alphabetically by county. Project names and numbers are applied. A project is considered active as long as the total funds appropriated for the project have not been used up. Retention based on IC 34-13-1-1, (1998 Edition) Record retention instructions were approved by former Archives and Records Administration director F. Gerald Handfield, Jr. on August 23, 2001.	TRANSFER to the RECORDS CENTER four (4) years after contract expiration, the entire appropriation has been exhausted and the project has been completed and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. TRANSFER to the INDIANA ARCHIVES, after an additional six (6) years in the RECORDS CENTER. TOTAL RETENTION prior to INDIANA ARCHIVES TRANSFER: Ten (10) years after contract expiration, the entire appropriation has been exhausted and the project has been completed and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
6	90-173	<b>REVENUE AND EXPENDITURE REPORTS</b> These are computer-generated printouts received from the Office of the Auditor of State. Some were printed on State Form Number 37057 from the Auditor of State.	DESTROY after five (5) years.

7	90-174	<b>CONSTRUCTION BUDGETS - PUBLIC COPY</b> File includes State Form Number 5105, Summary of Budget Requests, and State Form Number 5164, Justification of Budget Requests. This is the public copy of the as-submitted budget for each construction budget. Filed by state agency and account. This copy contains no notes and is identical to the agency's copy.	DESTROY after two (2) years.
8	90-175	<b>CONSTRUCTION BUDGETS - ANALYST COPY</b> File includes State Form Numbers 5164 & 5105. This record is the budget analyst's copy of the as-submitted budget for each construction budget. Filed by state agency and account, this copy contains the budget analyst's notes. Confidential at the discretion of the public agency, [IC 5-14-3-4(b)(6)], (2003 IC Supplement)]	TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after four (4) years.
9	90-176	<b>AGENCY BUDGETS</b> File includes State Form Numbers 5164 & 5105. This is the public copy of the as-submitted budget for each agency's budget. Filed by state agency and account. This copy contains no notes and is identical to the agency's copy.	DESTROY after two (2) years.
10	90-178	<b>CONSTRUCTION LEDGER</b> This is a document control ledger for construction projects.	TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles, after ten (10) years.
11	90-179	<b>FISCAL IMPACT FILES</b> Files contain information pertaining to bills introduced in the state Senate and House, including the text of the bill, author or authors, date passed, date the bill was signed by the Governor and fiscal notes. File typically includes a copy of the letter sent to the Governor and State Form Number 2337, Cover Sheet, State Form Number 2339; Supplemental Fiscal Note, and State Form Number 27794, Initial Fiscal Note.	TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles, three (3) years after the end of the session.
12	90-180	<b>INDIRECT COST PLANS</b> Consists of the statewide cost allocation plan in published form.	TRANSFER to the INDIANA DIVISION, INDIANA STATE LIBRARY, after fifteen (15) years.
13	90-181	<b>INDIRECT COST FILE</b> Consists of an analyst's working files of central service agencies.	TRANSFER to the INDIANA ARCHIVES, after five (5) years.
14	90-184	<b>REQUEST FOR ALLOTMENTS</b> A request for allotment is used to enter yearly agency appropriations. This is a functional record of the State Budget Agency. Retention based on IC 34-13-1-1, (1998 Edition)	TRANSFER to the RECORDS CENTER three (3) years after the end of the fiscal year. TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles, after an additional seven (7) years in the RECORDS CENTER. TOTAL RETENTION: Ten (10) years after the end of the fiscal year.
15	90-185	<b>AUTHORIZATION FOR OUT OF STATE TRAVEL, STATE FORM NUMBER 823</b> File contains information about requests, including whether approved or denied. Original record is maintained by the Department of Administration. This is a functional record of the State Budget Agency.	DESTROY after the end of the fiscal year.
16	90-186	<b>PERSONNEL TRANSACTIONS</b> Consists of Employee Profile-Merit, State Form Number 25611, and Employee Profile-Non-Merit, State Form Number 25616, and transfers, promotions, new employees and resignations. Originals maintained in State Personnel Department. This is a functional record of the State Budget Agency.	DESTROY after the end of the fiscal year.
17	90-187	<b>TAX AND REVENUE DIVISION FILES</b> Files are related to economic forecasting.	TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles, after five (5) years.