



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Economic Development Corporation, Indiana

Agency: Economic Development Corporation, Indiana		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	99-35	<p><b>LOAN GUARANTEES -- DELETED (This series is obsolete, but some records still exist in the Records Center)</b></p> <p>[Record Series history note: this series is obsolete; no new records may be accepted under this number. It is marked current only because already-transferred records still exist in the State Records Center which have not yet reached their disposal date.]</p> <p>Loan guarantees can be for industrial development projects, the agricultural loan and rural development project guarantee fund established by IC 5-28-31, or multiple other purposes.</p>	<p>TRANSFER to the RECORDS CENTER two (2) years after completion of the loan repayment or loan expiration and after receipt of the private CPA and State Board of Accounts Audit Report and satisfaction of unsettled charges. DESTROY after an additional twenty-eight (28) years in the RECORDS CENTER. TOTAL RETENTION: Thirty (30) years after completion of the loan repayment and receipt of the private CPA and State Board of Accounts Audit Reports and satisfaction of unsettled charges.</p>
2	99-37	<p><b>CAPITAL ACCESS PROGRAM -- DELETED (This series is obsolete, but some records still exist in the Records Center)</b></p> <p>[Record Series history note: this series is obsolete; no new records may be accepted under this number. It is marked active only because already-transferred records still exist in the State Records Center which have not yet reached their disposal date.]</p> <p>The purpose of the program is to provide capital to businesses-particularly small and medium sized businesses-to foster economic development in Indiana. A typical file contains a Loan Enrollment Form, Notice to Borrower, and Borrower-s Representations Regarding Reserve Fund Account.</p>	<p>TRANSFER to the RECORDS CENTER three (3) calendar years after completion of the loan repayment and receipt of the private CPA and State Board of Accounts Audit Reports, and satisfaction of unsettled charges. DESTROY after an additional twenty-seven (27) years in the RECORDS CENTER. TOTAL RETENTION: Thirty (30) calendar years after completion of the loan repayment and receipt of the private CPA and State Board of Accounts Audit Reports and satisfaction of unsettled charges.</p>
3	2011-26	<p><b>IEDC PROJECT FILES</b></p> <p>Indiana Economic Development Corporation projects result in incentives, grants, and loans which are administered by the agency. Files may include original applications, award letters, agreements, reports, certification letters, and related correspondence.</p>	<p>IMAGE project files according to IARA standards upon receipt. DESTROY hard copies after verification of images for completeness and legibility. (The previous steps are unnecessary for files initially received in digital format.)</p> <p>TRANSFER electronic copy to the INDIANA ARCHIVES, for EVALUATION, SAMPLING, and WEEDING pursuant to archival principles, ten (10) years after imaging or receipt of born-digital record.</p> <p>DELETE agency copy of records ten (10) years after all agreements arising from the Project have been terminated or fulfilled, and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.</p>