



RECORDS RETENTION AND DISPOSITION SCHEDULE
Archives and Records Administration. (agencywide)

Agency: Archives and Records Administration, Indiana Division:			
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	85-767	STATE FORMS REPOSITORY This system stores electronic files for active state forms and populates the forms.in.gov website with corresponding download links available to specific access levels that include public, state employee only, and originating agency only.	MAINTAIN records permanently in agency. Upon decommission of system, TRANSFER one (1) electronic copy of all contents to the INDIANA ARCHIVES for EVALUATION, SAMPLING and WEEDING pursuant to archival principles.