



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Arts Commission

Agency: Arts Commission		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	79-2997	<b>SUPPORT FOR INDIVIDUAL ARTISTS</b> This file contains grant paperwork from individual applicants for the IAP (Individual Artist Program). Included are the grants with the application and supporting documentation. Non-funded applications are maintained separately from funded applications. Records are filed numerically by the grant application number (generated by INGA, the Indiana Arts Commission's on-line grants administration program). Disclosure of these records may be subject to IC 4-1-10-1, et seq., (2006 Supplement and 2007 Indiana General Assembly) Retention based on IC 34-13-1-1, (2004 Edition)	TRANSFER to the RECORDS CENTER after three (3) State Fiscal Years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after an additional seven (7) State Fiscal Years in the RECORDS CENTER. TOTAL RETENTION prior to INDIANA ARCHIVES TRANSFER: Ten (10) State Fiscal Years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
2	82-891	<b>PROJECT GRANTS WITH FISCAL FILES</b> These contain accounting records for all grants and programs awarded. The file includes original grant applications, grant agreements, and an award letter and claim vouchers. Retention based on IC 34-13-1-1, (2004 Edition)	TRANSFER to the RECORDS CENTER after three (3) State Fiscal Years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles after an additional seven (7) State Fiscal Years in the RECORDS CENTER. TOTAL RETENTION prior to INDIANA ARCHIVES TRANSFER: Ten (10) State Fiscal Years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
3	82-893	<b>ORGANIZATIONAL FILES</b> This file contains grant information for arts organizations throughout the state of Indiana. This file has funded grant applications, rejected grant applications, memos or correspondence, grant agreements (contracts), final grant reports, documentation (artist background information), any publications or photographs, brochures, program information, and/or news articles. The files are arranged alphabetically and by the State Fiscal Year. Retention based on IC 34-13-1-1, (2004 Edition)	TRANSFER to the RECORDS CENTER after three (3) State Fiscal Years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles; after an additional seven (7) State Fiscal Years in the RECORDS CENTER. TOTAL RETENTION prior to INDIANA ARCHIVES TRANSFER: Ten (10) State Fiscal Years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
4	79-2988	<b>GRANT ANALYSIS</b> The file is per capita and program area analysis of the agency grants program.	TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles; after three (3) State Fiscal Years.
5	84-787	<b>NEA GRANT APPLICATIONS</b> This file consists of applications from the Indiana Arts Commission to this federal entity for available grants. The file includes the grant application, proposed budget, a narrative, a potential revised budget, miscellaneous correspondence, the grant award letter, funding requests, fiscal records, a financial status report and a final project description. These records are arranged by the State Fiscal Year. Retention based on IC 34-13-1-1, (2004 Edition)	TRANSFER to the RECORDS CENTER after three (3) State Fiscal Years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles; after an additional seven (7) State Fiscal Years in the RECORDS CENTER. TOTAL RETENTION prior to INDIANA ARCHIVES TRANSFER: Ten (10) State Fiscal Years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.

6	84-793	<b>ARTIST IN EDUCATION-ARTIST FILES</b> These files contain applications and information by artists applying for the Artists in Education Programs.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles after three (3) State Fiscal Years.
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