

RECORDS RETENTION AND DISPOSITION SCHEDULE

Arts Commission

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

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