



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Higher Education, Commission For. (agencywide)

Agency: Higher Education, Commission For		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	80-480	<b>GRANT PROJECT FILES</b> Files are comprised of program documentation, grant fiscal records, and grant overall administrative records.	TRANSFER to the RECORDS CENTER one (1) year after the final report is sent to the U.S. Dept. of Education, and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional nine (9) years in the RECORDS CENTER. TOTAL RETENTION: Ten (10) years after the final report is sent to the U.S. Dept. of Education, plus receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
2	80-489	<b>ACADEMIC DEGREE PROGRAM PROPOSALS</b> Proposals for new degree programs for existing institutions. Consists of the proposal, analysis, notes, and decision. Used as reference for future proposals. The Information Coordinator for the Commission for Higher Education state din an August 26, 1997 memorandum that these records are necessary for the Commission on Higher Education to fully review all requests for new programs. Dr. Alan January of the Indiana Archives believes at least a sample of these records is needed to document the history of the Indiana Commission for Higher Education.	TRANSFER to the RECORDS CENTER after three (3) years. TRANSFER to the Indiana Archives, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles after an additional twelve (12) years in the RECORDS CENTER. TOTAL RETENTION prior to Indiana Archives TRANSFER: Fifteen (15) years.
3	83-990	<b>COST STUDY DETAILED REPORTS - PRINTOUT</b> This report is generated biennially by an institution and serves as a basis for subsequent university budget requests. These printouts should be produced on some type of microform at a later date. This record series also includes instructions in the use of the printout.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING and WEEDING pursuant to archival principles, after the receipt of the third biennial report.