



RECORDS RETENTION AND DISPOSITION SCHEDULE

Archives and Records Administration. Forms Management Division.

Agency: Forms Management Division		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	82-443	STATE FORM FOLDERS These are the historical files of each state form submitted to the Archives and Records Administration for approval and numbering. All action and artwork from the first date of submission to declaring the form as obsolete and deactivated is shown in this folder, including any version updates during that time. An executive-branch state agency can request a deleted state form to be reactivated at any time.	TRANSFER to the RECORDS CENTER within one (1) year after deactivation. TRANSFER to the INDIANA ARCHIVES for permanent archival retention (barring reactivation) after an additional four (4) years in the RECORDS CENTER. If deactivated form is reactivated by agency, return complete form folder from RECORDS CENTER or the INDIANA ARCHIVES to FORMS MANAGEMENT DIVISION.
2	85-767	STATE FORMS MANAGEMENT DATABASE This database tracks the status of all state forms as they proceed through the various stages of approval, active use, printing, and deactivation, including information on formats and online availability. The forms.IN.gov website is also populated and updated via this database.	UPDATE individual data elements as needed. BACK UP entire database annually in December to a secure storage medium. DESTROY annual backup when replaced by the next year's.