



**RECORDS RETENTION AND DISPOSITION SCHEDULE**  
**Motor Vehicles, Bureau of. Audit Services Division.**

| Agency: Audit Services Division |               | Division:  |  |
|---------------------------------|---------------|--|--|
| ITEM NO.                        | RECORD SERIES | TITLE/DESCRIPTION<br><i>(This Retention Schedule is approved on a space-available basis)</i>   | RETENTION PERIOD   |
| 1                               | 84-261        | <b>BRANCH FILES</b><br>Typical files contain official audit working papers of the license branch, including final audit reports, theft reports, and/or operational concerns. Files are arranged in license branch number order. Disclosure of these records may be affected by IC 5-14-3-4(b)(6). Retention based on IC 9-14-12-9. | TRANSFER to the Indiana Archives for EVALUATION, SAMPLING, or WEEDING, pursuant to archival principles; two (2) years after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. |