



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Workforce Development, Department of. Adult Education Division.

Agency: Adult Education Division		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	84-862	<b>GED/HSE SCORE RECORDS</b> Now managed electronically by a third-party administrator, these are official GED (pre 2014) and High School Equivalency (post 2014) test scores and related test-taking records for all testing centers in Indiana. Information includes name, address, to whom scores were reported, date of birth, last grade completed, date of withdrawal from school, social security number, last school attended, test scores, test date and form, percentile rank for the United States, name of testing center and date certificate issued (if any). Disclosure of these records may be affected by IC 5-14-3-4.	MAINTAIN in custody of third-party administrator or the Department of Workforce Development depending on current administration agreements, transferring all records to the new administrator if responsibility is shifted. TRANSFER legacy microfiche and born-digital records to the INDIANA ARCHIVES for permanent archival retention in a format approved by Indiana Archives staff, if testing program is discontinued.
2	84-876	<b>TECHNICAL ASSISTANCE/PROFESSIONAL DEVELOPMENT FILES</b> This reference file consists of materials either developed or acquired by this division that are related to its education program, i.e., guidelines, teaching methods. It includes newspaper and magazine articles as well as original materials.	TRANSFER any original materials to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, three (3) years after the end of the fiscal year in which the program ends.