RECORDS RETENTION AND DISPOSITION SCHEDULE

Labor, Department of. Commissioner, Office of.

Agency: Commissioner, Office of		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION *(This Retention Schedule is approved on a space-available basis)*	RETENTION PERIOD
1	85-746	**GRANT FILES** Each year-s file includes a grant application and award, correspondence, monthly reports and a final expenditure report.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after ten (10) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges for the closure year.

Approved by the Indiana Oversight Committee on Public Records