



RECORDS RETENTION AND DISPOSITION SCHEDULE

Education, Department of. Educator Licensing And Development, Office of.

Agency: Educator Licensing And Development, Office of Division:			
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	86-423	LICENSING FILE Pursuant to IC 20-28-5-10(a), "...the department shall keep a record of: (1) all licenses issued, (2) all licenses in force and (3) academic preparation, professional preparation, and teaching experience of each applicant for a license or a license renewal". This is the application file of individuals issued teacher licenses or who have applied for licensure. This includes active licensed teachers, retired teachers and deceased licensed teachers. A fee is required. Depending upon the age of the records, format may be hard copy or electronic. The applicant's social security number is the primary key to retrieval of an individual file. Disclosure of these records may be subject to IC 5-14-3-4(a)(7) and (b)(4), IC 4-1-10 and 42 USC 405(c)(viii)(I,III,III, and IV.	MICROFILM any hard copies which have no electronic version according to 60 IAC 2 after licensing. DESTROY hard copy records after verification of the microfilm for completeness and legibility and TRANSFER original archival roll to the INDIANA ARCHIVES for permanent archival retention. TRANSFER electronic records to Computer Output Microfilm (COM) according to 60 IAC 2 at the end of each calendar year, and TRANSFER COM to the INDIANA ARCHIVES for permanent archival retention.
2	2001-36	EDUCATOR PREPARATION, ACCREDITATION AND APPROVAL Pursuant to IC 20-28-3-1, the Office of Educator Licensing and Development shall accredit and inspect educator preparation institutions which comply with the rules of this Department of Education Division. An institution must submit a description of each program and each education licensing degree program to this Department of Education Division a description of new programs and substantive changes for review and approval. Every seven (7) years this Division evaluates material submitted by forty-three (43) public and private Indiana colleges and universities. A report is prepared and an accreditation status recommendation is made. This is also included with the Division Minutes and is the basis for the next review period's evaluation.	DESTROY seven (7) years after the end of the examination cycle.