



RECORDS RETENTION AND DISPOSITION SCHEDULE

Higher Education, Commission For. Proprietary Education, Board For.

Agency: Proprietary Education, Board For		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	87-477	PROPRIETARY INSTITUTION FILES Records of authorized and formerly authorized proprietary institutions, received in a mixture of hard copy and electronic formats. No student records or financial information are present.	IMAGE hard copies according to IARA imaging standards upon receipt. DESTROY hard copies after verification of electronic records for completeness and legibility. TRANSFER electronic records (including an index) to the INDIANA ARCHIVES, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, one (1) year after closure of the institution.
2	87-483	DEFUNCT INSTITUTION STUDENT RECORDS Files include transcripts, correspondence, attendance reports, enrollment applications, and related student records of schools that have gone out of business that offered credit-bearing degree programs, received largely in electronic format. Disclosure of these records may be affected by IC 5-14-3-4(b)(3) and (4).	IMAGE hard copies according to IARA imaging standards upon receipt. DESTROY hard copies after verification of electronic records for completeness and legibility. TRANSFER electronic records (including an index) to the INDIANA ARCHIVES, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, one (1) year after closure of the institution.
3	87-484	DEFUNCT INSTITUTION STUDENT FINANCIAL RECORDS File contains financial records of students of formerly authorized institutions that have gone out of business. This record series may also contain student academic records of credit-bearing degree programs.	IMAGE hard copies according to IARA imaging standards upon receipt. DESTROY hard copies after verification of electronic records for completeness and legibility. DELETE electronic records ten (10) years after any bond call and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
4	93-01	COMPLAINT FILES These are alphabetical files of student complaints against proprietary institutions. These complaints include but are not limited to, matters concerning financial aid and school policies. Along with SF 55658, these files may also include correspondence, general narratives, copies of checks, supporting documentation, hearing notices, institution responses, decisions, Administrative Law Judge decisions, board decisions, appeals, and verification of the complaint resolution.	IMAGE hard copies according to IARA imaging standards upon receipt. DESTROY hard copies after verification of electronic records for completeness and legibility. DELETE electronic records five (5) years after complaint resolution.
5	93-02	ACCREDITATION RENEWAL FILES File includes Application for Authorization Renewal and other information pertaining to the renewal. A typical file could contain course listing, price lists, placement records and student names. Retention consistent with 570 IAC 1-3-3(E).	IMAGE hard copies according to IARA imaging standards upon receipt. DESTROY hard copies after verification of electronic records for completeness and legibility. TRANSFER electronic records (including an index) to the INDIANA ARCHIVES, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles five (5) years after the date of the last renewal.
6	87-485	BOND FILES Surety bonds that were required of each institution yearly until July, 2012, plus related bond calls and correspondence, and records of any claims against the bonds or against the Career College Student Insurance Fund which exists as a backup should the amount of the bond not be sufficient to resolve a claim. No new records in this series will be received; all existing records will be eligible for destruction by August, 2017, at which point this Record Series should be revisited for removal from the retention schedule.	IMAGE hard copies according to IARA imaging standards upon receipt. DESTROY hard copies after verification of electronic records for completeness and legibility. DELETE electronic records five (5) years after the date on which any loss or damage occurred and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.

7	87-486	AGENT FILES Files of official licensure documents and correspondence on agents currently being licensed. File includes the agent permit, application, agent verification form and correspondence. Licenses are renewed annually and a fee is required. Retention based on IC 34-11-2-7 and IC 20-12-76-35.	TRANSFER to the RECORDS CENTER after one (1) year. DESTROY in the RECORDS CENTER after an additional five (5) years, after the resolution of any claims of agent misrepresentation and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. TOTAL RETENTION: six (6) years plus claim resolution and SBA audit.
8	88-558	TERMINATED AGENT'S APPLICATIONS File consists of applications of persons who are no longer enrolling Indiana residents in a course offered by a postsecondary proprietary educational institution or representing a postsecondary proprietary educational institution. Retention based on IC 34-11-2-7 and IC 20-12-76-35.	TRANSFER to the RECORDS CENTER one (1) year after officially terminated. DESTROY in the RECORDS CENTER after an additional five (5) years. TOTAL RETENTION: six (6) years.