

RECORDS RETENTION AND DISPOSITION SCHEDULE

Grain Indemnity Corporation, Indiana

Agency: Lieutenant Governor's Office Division: Agriculture, Indiana State Department of			
	RECORD	TITLE/DESCRIPTION	RETENTION PERIOD
NO.	SERIES	(This Retention Schedule is approved on a space-available basis)	RETENTION LENIOD
	2001-01	INDIANA GRAIN INDEMNITY CORPORATION COMPLIANCE AUDITS	DESTROY ten (10) years after the end of the
	2001 01	In accordance with 825 IAC 1-3-2 and IC 26-4-4-7, randomly	state fiscal year or one (1) year after the
		selected grain buyers are audited. That number shall not be	closure of the subsequent premium
		less than five percent of the total registered grain buyers	collection period, whichever is longer, and
		in Indiana. Audits are performed by the Grain Buyers	after receipt of STATE BOARD OF ACCOUNTS
		Warehouse Licensing Agency pursuant to a contract.	Audit Report and satisfaction of unsettled
		Disclosure of these records may be affected by IC 26-4-4-7.	charges.
		Retention based on IC 34-13-1-1 and IC 26-4-4.	Charges.
2	2001-02	QUARTERLY REPORT AND REMITTANCE	DESTROY ten (10) years after the end of the
	2001-02	In the event of a collection, grain producers are charged a	state fiscal year or one (1) year after the
		two-tenth percent premium on all grain sold in Indiana. The	closure of the subsequent premium
		report must be completed and returned when premiums are	
		being collected even if no grain purchases were made.	collection period, whichever is longer, and after receipt of STATE BOARD OF ACCOUNTS
		Disclosure of these records may be affected by IC 26-4-4-7. Retention based on IC 34-13-1-1 and IC 26-4-4.	Audit Report and satisfaction of unsettled
2	2001-03	GRAIN PRODUCER PREMIUM REFUND REQUEST	charges. TRANSFER to the INDIANA ARCHIVES for
٥	7001-03	This request must be hand delivered or sent by first class	EVALUATION, SAMPLING or WEEDING pursuant to
		mail to the Indiana Grain Indemnity Board not more than	archival principles ten (10) years after
		twelve (12) months after the premium was collected. The	the end of the state fiscal year and after
		Indiana Grain Indemnity Corporation verifies information	receipt of STATE BOARD OF ACCOUNTS Audit
		and submits the request and approval to the Office of the	Report and satisfaction of unsettled
		Treasurer of State. A producer that requests and receives a	
		premium refund forgoes protection or compensation from the	charges.
		program on any and all grain. Re-entry is permitted. File	
		may include buyer documentation. Disclosure of these records may be affected by IC 26-4-4-7. Retention	
		consistent with IC 34-13-1-1.	
1	2001-04	GRAIN BUYER REGISTRATION	DESTROY ten (10) years after the end of the
4	2001-04	Prior to the repeal of IC 26-4-2, a grain buyer would	state fiscal year and after receipt of
		register with the Indiana Grain Indemnity Board. A fee was	STATE BOARD OF ACCOUNTS Audit Report and
		required except for a firm licensed under IC 26-3-7 or the	satisfaction of unsettled charges.
		U.S. Warehouse Act. A buyer of grain who buys less than	satisfaction of unsettled charges.
		50,000 bushels of grain annually from a producer for the buyer-s own use as seed or feed is not required to	
		register. The registrant-s federal ID number or Social	
		Security number is requested, so disclosure of these	
		records may be affected by IC 5-14-3-4. Retention	
	2001-05	consistent with IC 34-13-1-1. REFUNDS PROCESSED	DESTROY ten (10) years after the end of the
٥	7001-03	This is a cumulative computer report listing the entity	state fiscal year or one (1) year after the
		receiving the refund, date and dollar amount. Hand-written	closure of the subsequent premium
		notes and/or other items may be attached. Disclosure of	collection period, whichever is longer, and
		these records may be affected by IC 26-4-4-7. Retention	after receipt of STATE BOARD OF ACCOUNTS
		consistent with IC 34-13-1-1 and IC 26-4-4.	Audit Report and satisfaction of unsettled
		Comprised with it 34-13-1-1 and it 20-4-4.	charges.
	2001-06	PREMIUM PROCESSED	DESTROY ten (10) years after the end of the
6	7001-00	This is a cumulative computer report listing the entity	state fiscal year or one (1) year after the
6		remitting the premium, date and dollar amount. Hand-written	closure of the subsequent premium
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6			collection period whichover is lenger and
6		notes and/or other items may be attached. Disclosure of	collection period, whichever is longer, and
6		notes and/or other items may be attached. Disclosure of these records may be affected by IC 26-4-4-7. Retention	after receipt of STATE BOARD OF ACCOUNTS
6		notes and/or other items may be attached. Disclosure of	

Approved by the Indiana Oversight Committee on Public Records