



RECORDS RETENTION AND DISPOSITION SCHEDULE

Public Access Counselor's Office

Agency: Public Access Counselor's Office		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	2001-33	OPINIONS OF THE PUBLIC ACCESS COUNSELOR Legal and advisory opinions both formal and informal, issued in response to requests or complaints about public access issues.	TRANSFER to INDIANA ARCHIVES for permanent archival retention, after four (4) years.
2	2001-35	ASSISTANCE CALLS Log information and follow-up notes for public record access assistance calls, contained in a database format.	BACK-UP database annually on electronic storage media. TRANSFER annual backup to the INDIANA ARCHIVES for permanent retention.