



RECORDS RETENTION AND DISPOSITION SCHEDULE
Civil Rights Commission. Indiana Commission for Women.

Agency: Indiana Commission for Women		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	2001-54	<p>HEALTH MINI-GRANT FILES</p> <p>These are grants awarded in conjunction with the Office of Women's Health (a division of the State Department of Health) to Indiana-based governmental, community, or educational institutions capable of conducting projects that benefit women. Files may contain requests for proposal, reports on budgets, expenses, site visits, and other monitoring information, plus related correspondence.</p> <p>Retention based on IC 34-13-1-1, (1998 Edition).</p>	<p>TRANSFER to the RECORDS CENTER after the end of the program year, grant expiration and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. TRANSFER to the Indiana Archives, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles after an additional ten (10) years in the RECORDS CENTER.</p> <p>TOTAL RETENTION prior to INDIANA ARCHIVES TRANSFER: Ten (10) years after the end of the program year, grant expiration and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.</p>
2	2001-55	<p>DECLINED REQUESTS FOR PROPOSAL FOR HEALTH MINI-GRANTS</p> <p>These are applications for grant awards that were declined on the basis of merit, or supporting information for applications that were returned due to non-compliance with the application process. Files include request for proposal, supporting score information, and related correspondence for merit-declined applications, or relevant correspondence and supporting evidence for non-compliant applications.</p> <p>Retention based on IC 34-11-2-6, (1998 Edition).</p>	<p>TRANSFER to the RECORDS CENTER after the end of the program year. TRANSFER to the Indiana Archives, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles after an additional five (5) years in the RECORDS CENTER.</p> <p>TOTAL RETENTION prior to Indiana Archives TRANSFER: Five (5) years after the end of the program year.</p>