



RECORDS RETENTION AND DISPOSITION SCHEDULE
Administration, Department of. Access Control Office (Operations).

Agency: Access Control Office (Operations)		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	2007-129	CREDENTIAL AND ACCESS REQUEST, SF 52044 The request is completed and all active employees, contractors, and interns receive the photo identification card receiving access to parking garages and after hours building access. When a person leaves state government employment, the card and form is inactive. Retention consistent with GRPER-5 on the General Retention Schedule.	TRANSFER to the RECORDS CENTER after notification the employee has left state government. DESTROY after an additional one (1) year in the RECORDS CENTER. TOTAL RETENTION: one (1) year after the employee has left state government.
2	2007-130	CREDENTIALS AND ACCESS-INDIANA GENERAL ASSEMBLY These are issued to members of the General Assembly, their staff and employees of the legislative branch. Retention consistent with GRPER-5 on the General Retention Schedule.	DESTROY one (1) year after the employee has left employment with the legislative branch.