



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Education Employment Relations Board

Agency: Education Employment Relations Board		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	79-3247	<p><b>DECISIONS - UNFAIR LABOR PRACTICES</b></p> <p>Any school employer or any school employee who believes he/she is aggrieved by an unfair practice may file a complaint under oath to such effect, setting out a summary of the fact involved. Thereafter, the Education Employment Relations Board shall give notice to the person or organization against whom the complaint is directed and shall determine the matter raised in the complaint, and appeals may be taken in accordance with Indiana Code 4-21.5-3, 1993 Edition and 1997 Supplement. Testimony may be taken and findings and conclusions may be made by a hearing examiner or agent of the board who may be a member thereof. The board, but not a hearing examiner or agent thereof, may enter such interlocutory orders after summary hearing as it deems necessary. This record typically consists of: certified mail certificates that are sent to all participants, respondent's brief, petitioner's brief, exhibits used in hearing, original transcript and report and petitioner's exhibit list, Hearing Examiner's recommendations. Pursuant to Indiana Code 20-7.5-1-9(f), and IC 20-7.5-1-11, (1993 Edition)</p>	TRANSFER to the Indiana Archives, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles one (1) year after final adjudication.
2	79-3248	<p><b>DECISIONS UNIT DETERMINATION &amp; REPRESENTATION</b></p> <p>The exclusive representative shall serve for school employees within certain groups referred to as units or bargaining units. The parties may agree on the appropriate unit. For this purpose the parties shall consist of the school employer and a school employee organization representing twenty percent (20%) or more of the school employees in any proposed unit. If no such agreement is reached, or if any school employee in the proposed unit files a complaint to such a unit with the Education Employment Relations Board, the board shall determine the proper unit, if any, after a hearing. This record typically consists of: certified mail certificates that are sent to all participants, respondent's brief, hearing, petitioner's brief, exhibits used in hearing, original transcript and petitioner's list, Hearing Officer's report and recommendations. Pursuant to Indiana Code 20-7.5-1-10, (1993 Edition)</p>	TRANSFER to the Indiana Archives, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles, one (1) year after final adjudication.
3	79-3249	<p><b>MEDIATION FILES</b></p> <p>The mediation process is confidential in nature. The mediator shall not be subjected to the subpoena power of courts or other administrative agencies of the state regarding the subjects discussed as a part of the mediation process. An assignment letter which is issued to the mediator by the Education Employment Relations Board is the only documentation that is retained. Pursuant to Indiana Code 20-7.5-13-1(a), (1993 Edition)</p>	TRANSFER to the Indiana Archives, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles, one (1) year after completion of the case.

4	79-3250	<b>FACT FINDING FILES</b> The investigation, hearing, and findings of fact-finder shall be made as expeditiously as the circumstances permit and shall be delivered to the parties and to the board. The board after receiving such findings and recommendations, may make additional findings and recommendations to the parties based upon information in the report or in its own possession. At any time with five (5) days after such findings and recommendations have been delivered to the board it may, and within ten (10) days, it shall, make the findings and recommendations of the fact-finder and its own additional findings and recommendations, if any, available to the public through news media and other means as it deems effective. Pursuant to Indiana Code 20-7.5-13-1(b), (1993 Edition)	TRANSFER to the Indiana Archives, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles one (1) year after completion of the case.
5	79-3253	<b>RESEARCH INFORMATION</b> Record contains: an analysis of contracts between school employees and school employers; a history of a school corporation's: bargaining units, unfair labor practices filed, bargaining units and unfair labor practices appealed, and strikes. Also contains salary information about school employees.	TRANSFER to the Indiana Archives, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles, when outdated or replaced.
6	87-393	<b>MASTER CONTRACTS</b> Signed copy of ratified contracts between school corporations and teacher associations	TRANSFER to the Indiana Archives, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles after five (5) years.
7	97-48	<b>BALLOTS</b> Ballots submitted in the course of an Indiana Education Employment Relations Board (IEERB) supervised election.	DESTROY after certification of the results and after identification and separation of challenged ballots.
8	97-49	<b>CHALLENGED BALLOTS</b> Confidential, [IC 20-7.5-1-10(c)(4), (1993 Edition)]	DESTROY one (1) year after the date of the election or after completion of any litigation.