



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Revenue, Department of. Taxpayer Contact Division.

Agency: Taxpayer Contact Division		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	79-3260	<b>EMPLOYMENT AGENCY FILES</b> This file contains applications for licenses, credit reports, bonds, a copy of the license, reports by employment agencies of people placed, where placed, wages, fees collected etc., for regulated agencies.	DESTROY three (3) years after the employment agency goes out of business.
2	2012-09	<b>AUTHORIZATION AGREEMENT FORM FOR ELECTRONIC FUNDS TRANSFER (EFT-1, SF 50110)</b> This form is required for taxpayers registering for EFT to remit the following taxes: Sales (RST), Tire Fee (TIF), Withholding (WTH), Corporate Income (COR), Type II Gaming (TTG), Financial Institution (FIT), Utility Receipts Tax (URT), Gasoline Distributors (MFT), Special Fuel Tax (SFT) and Streamlined Sales Tax (SST). Disclosure of these records may be affected by IC 6-8.1-7-1.	TRANSFER to the RECORDS CENTER after two (2) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY in the RECORDS CENTER after an additional three (3) years.