



RECORDS RETENTION AND DISPOSITION SCHEDULE

Law Enforcement Academy, Indiana

| Agency: Law Enforcement Academy, Indiana | | Division: | |
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| ITEM NO. | RECORD SERIES | TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis) | RETENTION PERIOD |
| 1 | 80-966 | EDUCATIONAL RECORDS Documentation of courses completed at the Academy, along with student and instructor information. Rosters and individual student information serve as a transcript for the students. Instructor certifications are also included. Course records contain handouts, schedules, curriculum, tests, and other supporting information to document the classes themselves. Student and instructor medical records may also be included. Disclosure of these records may be affected by IC 5-14-3-4(a) and (b). | TRANSFER one (1) copy of each new class roster, class curriculum, and class schedule annually to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles. DESTROY agency copy of all records after sixty (60) years. |