



RECORDS RETENTION AND DISPOSITION SCHEDULE

Court Reporter, Supreme And Appellate Courts

Agency: Court Reporter Supreme And Appellate Courts Division:			
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	81-601	CUMULATIVE INDEX FOR INDIANA REPORTS	DESTROY upon publication of the ten (10) volume cumulative index.
2	81-602	APPROPRIATION AND ALLOTMENT LEDGER	DESTROY after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
3	81-603	RECEIPTS OF SALES	DESTROY after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
4	81-604	STATEMENTS OF EXPENDITURES AND ENCUMBRANCES BY OBJECT CLASSIFICATION This report is a printout.	DESTROY after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
5	81-605	STATEMENTS OF UNLIQUIDATED OBLIGATIONS This report is a printout.	DESTROY after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
6	81-606	STATEMENTS OF ALLOTMENT ACCOUNTS This report is a printout.	DESTROY after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
7	81-607	DAILY APPROPRIATIONS AND ALLOTMENTS	DESTROY after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
8	81-608	STATEMENTS OF OFFICE REQUISITIONS File consists of claim vouchers, purchase orders, voucher abstracts, etc.	DESTROY after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
9	81-609	RECEIPT BOOKS	DESTROY after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
10	81-610	ADVICE OF ALLOTMENT	DESTROY after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
11	81-611	PERSONNEL FILES - ACTIVE	TRANSFER to Inactive upon termination of the employee
12	81-612	PERSONNEL FILES - INACTIVE	DESTROY after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
13	81-613	ACKNOWLEDGEMENT OF FREE BOOKS	RETAIN until after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
14	81-614	CORRESPONDENCE	TRANSFER to the INDIANA ARCHIVES, at the end of the term of office.
15	84-1000	INVOICE This is the pink copy of Form F-RSCA-1 (SBA). It shows the name of the purchaser, amount of volumes purchased, amount paid. This information is then transcribed into the Invoice Ledger.	DESTROY after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
16	84-1001	INVOICE LEDGER This shows the volumes purchased by a buyer, the number purchased, and that the money was deposited in the General Fund.	DESTROY after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
17	84-1002	DISPOSITION LEDGER Essentially, this ledger is an inventory of all volumes of Reports. Shows number of volumes sold, donated or replaced, amounts received, etc.	TRANSFER to the Indiana Archives, upon termination of the agency.
18	84-1003	COMPUTER PRINTOUTS Printouts are of the Appropriation and Allotment Activity, and Revenue Activity Detail.	DESTROY after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.

Approved by the Indiana Oversight Committee on Public Records

19	84-1004	VOLUME COMPILATION MATERIALS File includes items to compile a volume such as copies of the opinions, headnotes, galley sheets, page proofs, final page proofs, and press proofs.	TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles; upon termination of the agency.
20	84-1140	REPORTS OF THE SUPREME AND APPELLATE COURTS	TRANSFER one (1) copy of each volume to the SUPREME COURT LIBRARY and to the INDIANA ARCHIVES, upon termination of the agency. Remainder of volumes will be SOLD by the Supreme Court Librarian.
21	84-993	ACCOUNTING RECORDS File contains basic accounting records, including such items as paid purchase orders, claim vouchers, invoice vouchers, quietus, travel vouchers, and the Report of Collections.	DESTROY after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
22	84-994	SDO CHECKS	DESTROY after six (6) years.
23	84-995	RECORD OF FREE VOLUMES Free volumes are sent to courts, other agencies, etc. This listing acknowledges receipt of the volumes by the recipient, number of volumes given, etc. It also includes pink copies of acknowledgments from recipients.	DESTROY after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
24	84-996	COPYRIGHTS RECORD Record is a copyright on volumes of the courts as issued by the Register of Copyrights, U.S. Copyright Office.	TRANSFER to the INDIANA ARCHIVES, upon termination of the agency.
25	84-997	CORRESPONDENCE	TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles; upon termination of the agency
26	84-998	QUARTERLY CONTRIBUTION REPORTS Contributions made to the "Employment Security Division", (Form 250R3), and the Department of Labor (Form OSHA 200 S).	DESTROY after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
27	84-999	PURCHASE RECORDS Any person or entity purchasing a volume buys from this office. This record typically contains check stubs, vouchers, and correspondence.	DESTROY after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.