



RECORDS RETENTION AND DISPOSITION SCHEDULE

Education, Department of. School Transportation Division.

Agency: School Transportation Division		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	83-969	PRESERVICE SCHOOL BUS DRIVER TRAINING This is also called Three (3) Day Training and includes an Attendance Roster. Maintained pursuant to IC 20-27-8-10.	DESTROY or DELETE after five (5) years.
2	83-970	INSERVICE SCHOOL BUS DRIVER TRAINING This is also called the Annual Safety Meeting (ASM). Current year information is kept electronically on the Driver Profile page of the DOE Online website, while previous 4 years is recorded in historical records in Moodle. Record Series maintained pursuant to IC 20-27-8-9.	DESTROY or DELETE after five (5) years.
3	83-974	DRIVER PROFILE This record tracks the name, issuance date and expiration date of all school bus drivers that have been certified in Indiana. This electronic record tracks the name, issuance date and expiration date of all school bus drivers that have been certified in Indiana. This record series is maintained pursuant to IC 20-27-8-10. Retention based on IC 20-27-8-10.	DESTROY or DELETE information four (4) years after individual is no longer certified.