RECORDS RETENTION AND DISPOSITION SCHEDULE

Finance Authority, Indiana. State Office Building Commission.

Agency: State Office Building Commission Division:

ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION *(This Retention Schedule is approved on a space-available basis)*	RETENTION PERIOD
1	86-442	**REAL PROPERTY CORRESPONDENCE** This pertains to plans for the purchase of property.	DESTROY after three (3) years AND after receiving the approval of the Indiana Attorney General's Office.
2	86-449	**PROPERTY RECORDS** File contains deeds, and information on legal involvement and the cost of property.	TRANSFER to the INDIANA ARCHIVES, upon completion of a state building or sale of the property, and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
3	86-450	**STUDIES** These are studies on the building of new buildings and improvements to the present building.	TRANSFER one (1) copy of each study to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles. DESTROY remaining copies after ten (10) years.
4	86-451	**CONTRACTS FOR STATE OFFICE BUILDING II** This is a file of all contracts regarding future buildings.	TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, after termination of the contract and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
5	86-453	**INSURANCE AND BONDING RECORDS - COMMISSION MEMBERS** This is a file of correspondence, copies of bonds, premium information, invoices, receipts, and other related items. Retention based on IC 34-11-2-6.	DESTROY after six (6) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.