

RECORDS RETENTION AND DISPOSITION SCHEDULE

Workforce Development, Department of

		Development, Department of Division:	
ITEM	RECORD	TITLE/DESCRIPTION	RETENTION PERIOD
NO.	SERIES	(This Retention Schedule is approved on a space-available basis)	
1	84-986	FEDERAL FISCAL REPORT	TRANSFER to the INDIANA ARCHIVES after five
		This report is historical documentation of fiscal activity	(5) years.
		during the year. For example, the report would show amounts	
		spent by category, state match dollars spent, etc.	
2	86-696	U.I. CLAIMS CASE FILES	TRANSFER to the RECORDS CENTER sixty (60)
		These are records of U.I. cases that have been submitted to	days after the end of the month in which
		the Unemployment Insurance (U.I.) Review Board and	the decision was made. TRANSFER to the
		decisions have been rendered. A typical file contains the	INDIANA ARCHIVES for EVALUATION, SAMPLING
		claimant's intent, a hearing transcript, extensive notes,	or WEEDING pursuant to archival principles
		memos, correspondence and calculations, the appellate	after an additional twenty-two (22) months
		decision and many state forms of the Department of	in the RECORDS CENTER. TOTAL RETENTION
		Workforce Development. Disclosure of these records may be	prior to INDIANA ARCHIVES TRANSFER:
		subject to IC 22-4-19-6(b), (2004 Edition to 2009 Indiana	Twenty-four (24) calendar months (two (2)
		General Assembly) According to the UI Review Board	years) after the end of the month in which
		Chairman, a claimant has 45 days to appeal a decision to	the decision was made.
		the State Court of Appeals.	
3	93-03	INVESTIGATION CASE FILES	TRANSFER to the RECORDS CENTER when the
		These are administrative records of investigations of	overpayment balance is zero (-0-) and the
		claims for unemployment compensation. A typical file	statutory write-off date has not occurred.
		includes original claim documents or system printouts, a	DESTROY non-fraud cases in the RECORDS
		request for investigation or crossmatch forms, claimant	CENTER three (3) years from the date of
		employment and wage information from employers, claimant	establishment of the overpayment. DESTROY
		statements, determinations of eligibility, overpayment	fraudulent cases in the RECORDS CENTER six
		notices, a case history, other Benefit Payment control	(6) years from the date of establishment o
		forms for claim/claimnt identification, copies of	overpayment.
		Unemployment Insurance warrants and vouchers and many other	
		miscellaneous documents. Disclosure of these records may be	
		subject to IC 5-14-3-4(b)(2), (2008 Supplement), and IC	
		22-4-19-6(b), (2004 Edition to 2009 ndiana General	
		Assembly); Retention partially based on IC 34-11-2-7, (2004)	
		Edition)	
4	93-59	TRADE ADJUSTMENT ASSISTANCE (TAA)	TRANSFER to the RECORDS CENTER two (2)
		These files contain numerous federal and State forms	years after the file is inactive and after
		relevant to TAA training allowances and employment services	receipt of STATE BOARD OF ACCOUNTS and
		provided; and also contain Job Training Partnership Act	federal Audit Report(s) and satisfaction o
		(JTPA) information relating to training of TAA eligibles.	unsettled charges. DESTROY after an
		This is a nation-wide program administered by the U.S.	additional eight (8) years in the RECORDS
		Department of Labor. If the U.S. Department of Labor	CENTER.
		certifies that employees have lost their job due to the	
		adverse affect of foreign imports, the individual is	
		eligible for 104 weeks of job training. A contract is	
		signed with the U.S. Department of Labor or another entity.	
		Extensive fiscal documents are present as well as	
		correspondence. Appeals of determinations are also always	
		possible. Disclosure of these records may be subject to IC	
		22-4-19-6(b), (2004 Edition to 2009 Indiana General	
		Assembly) Retention based on IC 34-13-1-1, (2004 Edition)	
		ASSERBLY, RECEIPTION DASER ON IC 34-13-1-1, (2004 ERICTON)	

5	99-30	GRANT FILES	TRANSFER to the RECORDS CENTER after the
ا	JJ 30	These are applications, financial and education status	end of the program year of grant or award
		information, and other supporting documents for grants and	expiration, and after receipt of STATE
		awards to qualified programs and individuals administered	BOARD OF ACCOUNTS Audit Report and
		by the Office of Faith-Based and Community Service	satisfaction of unsettled charges. TRANSFER
		-	_
		Initiatives. Grants may include Americorps, Corporation for	to the INDIANA ARCHIVES for EVALUATION,
		National Service, and any additional federal or state	SAMPLING, or WEEDING pursuant to archival
		initiatives placed under the oversight of this Indiana	principles after an additional ten (10)
		state agency. Disclosure of these records may be affected	years in the RECORDS CENTER.
		by 45 CFR 2506.8, and 45 CFR 2507.4(b); and 45 CFR 2507.10.	
	0000 00	Retention based on IC 34-13-1-1.	
6	2002-39	ESTIMATED REPORT OF EMPLOYEES AND PAY	TRANSFER to the RECORDS CENTER one (1) year
		This monthly report is required pursuant to 29 USC 2,	after the end of the calendar year. DESTROY
		January 05, 2009 Edition. Individual employers in	after an additional two (2) years in the
		metropolitan statistical area submit this estimated data	RECORDS CENTER.
		with tabulations performed by the Department of Workforce	
		Development. Record Series Number 94-16 is similar and it	
		consists of exact, specific data. This is a calendar year	
		arrangement. Disclosure of these records may be subject to	
		29 CFR 70.1. Retention based on U.S. Department of Labor,	
İ		Bureau of Labor Statistics, Current Employment Statistics	
İ		Manual; Revised, October, 1989)	
7	2004-01	CLAIMANT VOUCHER/WARRANT, STATE FORM NUMBER 43315,	TRANSFER original (security) compact disks
İ		R5/02-2005: WARRANT INFORMATION	to the RECORDS CENTER after the end of the
		Warrant copies from contracted banks. These documents are	calendar year. DESTROY original (security)
		no longer created; the last remaining records will be	compact disks after an additional ten (10)
		eligible for destruction in July, 2019, at which point the	years in the RECORDS CENTER.
		record series should be revisited for deletion from the	
		retention schedule.	
8	2004-07	COURT-ORDERED CHILD SUPPORT DEDUCTIONS FROM UNEMPLOYMENT	DESTROY hardcopy non-IV-D Withholding for
		COMPENSATION BENEFITS	Support orders three (3) years after the
		The Department of Workforce Development enters intercept	deactivation of the intercept from the
l		garnishments for Non-IV-D Withholding for Support court	agency database and after receipt of the
		orders received from both Indiana and Out-of-State	STATE BOARD OF ACCOUNTS Audit Report and
		municipalities. A typical garnishment document consists of	satisfaction of any unsettled charges.
		an Income Withholding for Support order and instructions	•
		for compliance. The Department of Workforce Development may	
		intercept no more than fifty percent of a Claimant-s weekly	
		benefit amount for the purpose of court-ordered child	
		support. Disclosure of these records may be subject to IC	
		22-4-19-6(b). Retention based on IC 22-4-13-1(b) and	
		(c)(2).	
- a	2004-19	INDIANA DEPARTMENT OF WORKFORCE DEVELOPMENT POWER OF	DELETE electronic files six (6) years after
ا ً	2001-19	ATTORNEY-TERMINATED, NO STATE FORM NUMBER SHOWN	the end of the calendar year in which the
		When an employer informs the Department of Workforce	DEPARTMENT OF WORKFORCE DEVELOPMENT was
		Development that an employer that the Employer Service	notified of the termination.
			notified of the termination.
		Company agreement has been terminated, this is done	
		electronically and paper records are no longer used.	
		Disclosure of these records may be subject to IC	
		22-4-19-6(b) and (d), (2004 Edition to 2009 Indiana General	
		Assembly); Retention consistent with IC 6-8.1-5-2(b), (2004 Edition to 2009 Indiana General Assembly)	

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10	2004-28	IB-4 AND IB-5 COMPUTATION	TRANSFER to the RECORDS CENTER one (1) year
		This computer-generated form is the record of another	after the end of the Benefit Year and after
		state's wages transferred to Indiana for the purpose of	receipt of STATE BOARD OF ACCOUNTS Audit
		setting up an Indiana Liable combined wage claim. The	Report and satisfaction of unsettled
		record is utilized with the DWD Form IB-6, Statement of	charges. (A "Benefit Year" is the year
		Benefits Paid to Combined Wage Claimants, for the payment	starting with the date the claim was
		of charges to other states. The Department of Workforce	filed). DESTROY after an additional five
		Development system will show the claim as a "CW"- a	(5) years in the RECORDS CENTER.
		Combined Wage Claim. Disclosure of these records may be	
		subject to IC 4-1-10-1, et seq., (2005 to 2008	
		Supplements); and IC 22-4-19-6(b), (2004 Edition to 2009	
		Indiana General Assembly) Retention consistent with IC	
İ		6-8.1-5-2(b), (2004 Edition to 2009 Indiana General	
		Assembly)	
11	2005-59	WORKER TRAINING FUND	DESTROY CDs ten (10) years after the end of
		Employers who were subject to the contribution tax were	the State Fiscal Year and after receipt of
		assessed .9% of their taxable payroll based on the previous	STATE BOARD OF ACCOUNTS Audit Report and
		calendar year-s payroll; the Department of Workforce	satisfaction of unsettled charges.
		Development collected this and passed it on to the	
		Department of Revenue, who issued a CD of the records to	
		Workforce Development. Disclosure of these records may be	
		subject to IC 22-4-19-6(b). Retention based on IC	
		34-13-1-1. These documents are no longer created; the last	
		remaining records will be eligible for destruction in July,	
		2019, at which point the record series should be revisited	
		for deletion from the retention schedule.	
12	2005-60	ADJUSTMENTS TO WORKER TRAINING FUND ACCOUNTS	TRANSFER to the RECORDS CENTER after the
		These paper transactions were used to make adjustments or	end of the State fiscal year and after
		corrections in an employer-s account. Disclosure of these	receipt of STATE BOARD OF ACCOUNTS Audit
		records may be subject to IC 22-4-19-6(b). Retention based	Report and satisfaction of unsettled
		on IC 34-13-1-1. These documents are no longer created; the	charges. DESTROY after an additional nine
		last remaining records will be eligible for destruction in	(9) years in the RECORDS CENTER.
		July, 2019, at which point the record series should be	
		revisited for deletion from the retention schedule.	
13	2006-36	BUREAU OF LABOR STATISTICS ANNUAL REFILING SURVEY	TRANSFER to the RECORDS CENTER after two
		This survey is used to verify or correct the codes for the	(2) federal fiscal years. DESTROY after an
		North American Industry Classification System (NAICS) used	TRANSFER to the RECORDS CENTER two (2)
		by the federal agency. 29 USC 2, January 03, 2007 Edition,	years after the end of the federal fiscal
		authorizes this voluntary report. The Annual Refiling	year of creation. DESTROY after an
		Survey is listed in the cooperative agreement with the	additional eight (8) years in the RECORDS
		Bureau of Labor Statistics. The Department of Workforce	CENTER.
		Development much bein amanged in added to answer	
		Development must meet this agreement in order to assure	
		adequate funding for the next federal fiscal year. Records	
		adequate funding for the next federal fiscal year. Records	
		adequate funding for the next federal fiscal year. Records are arranged by the federal fiscal year (October 1 thru September 30). Disclosure of these records may be subject	
		adequate funding for the next federal fiscal year. Records are arranged by the federal fiscal year (October 1 thru September 30). Disclosure of these records may be subject to the Bureau of Labor Statistics Confidential Policy,	
		adequate funding for the next federal fiscal year. Records are arranged by the federal fiscal year (October 1 thru September 30). Disclosure of these records may be subject to the Bureau of Labor Statistics Confidential Policy, Commissioner's Order Number 3-04; (October 4, 2004)], and	
		adequate funding for the next federal fiscal year. Records are arranged by the federal fiscal year (October 1 thru September 30). Disclosure of these records may be subject to the Bureau of Labor Statistics Confidential Policy,	

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14	2009-07	BLS MULTIPLE WORKSITE REPORT, FED FORM BLS 3020	TRANSFER to the RECORDS CENTER two (2)
		This voluntary U.S. Department of Labor statistical form is	years after the end of the federal fiscal
		used to collect employment and wges by individual work	year of creation. DESTROY after an
		locations in Indiana. Data from the form enables the	additional eight (8) years in the RECORDS
		Department of Workforce Development to monitor and analyze	CENTER.
		conditions of busintess activities by geographic area and	
		industry in Indiana. The forms are mailed to the employers	
		on a quarterly basis to report employment and wages for the	
		quarter by location. The employers complete the form and	
		mail it back to the Department of Workforce Development.	
		Total employment and wages should match the quarterly	
		contribution report submitted to the Unemployment Insurance	
		Tax Department in the Department of Workforce Development.	
		29 USC 2, January 05, 2009 Edition, authorizes this report.	
		Disclosure of these records may be subject to IC	
		22-4-19-6(b) and (d), 2004 Edition to 2009 Indiana General	
		Assembly); and 29 CFR 70.1, July 1, 2009 Revision)	
		Retention based on IC 34-13-1-1, (2004 Edition)	
15	2009-08	BLS INDUSTRY VERIFICATION FORM, FEDERAL FORM BLS 3023 NCA	TRANSFER to the RECORDS CENTER two (2)
		The Industry Verification Form is a form originated by the	years after the end of the federal fiscal
		Department of Workforce Development's UI Tax Department	year of creation. DESTROY after an
		when employers apply for an Unemployment Insurance account.	additional eight (8) years in the RECORDS
		This form is used to assign a North American Industry	CENTER.
		Classification System (NAICS) code to all new Unemployment	
		Insurance accounts. The NAICS code reflects the main	
		economic activity of a business at a specific physical	
		location. These forms are mailed to employers quarterly	
		requesting their mailing address, physical location	
		address(es), county in which the business is is physically	
		located, and a detailed description of their business	
		activities, goods, products, or services they provide. The	
		employer mails the completed form (record) back to the	
		Department of Workforce Development. Information on the	
		form is entered into a BLS electronic (computer) system	
		which then shares the data with the Unemployment Insurance	
		Tax Department in the Department of Workforce Development.	
		Disclosure of these records may be subject to IC	
		22-4-19-6(b) and (d), (2004 Edition to 2009 Indiana General	
		Assembly) Retention based on IC 34-13-1-1, (2004 Edition)	
16	2015-07	UNEMPLOYMENT INSURANCE ELECTRONIC RECORDS SYSTEM (UPLINK)	IMAGE any hard copies according to IARA
		Also known as UIM, this electronic system contains images	imaging standards upon receipt; DESTROY
		or original electronic data for most functions of the	originals after verification of images for
		agency's administration of unemployment insurance coverage	completeness and legibility. DELETE
		and claims. Retention based on IC 34-13-1-1. Disclosure of	electronic records after ten (10) years and
		these records may be subject to IC 4-1-10-1, IC	after receipt of STATE BOARD OF ACCOUNTS
		22-4-19-6(b) and (d), 26 USC 6103 and 26 USC 7213(a).	and federal Audit Report(s) and
			satisfaction of unsettled charges.
17	2015-08	RE-EMPLOYMENT ELIGIBILITY ASSESSMENT FILES	DESTROY hard copy and electronic files four
		Formerly included as part of Record Series 92-30, these	(4) years after the RES Claimant Selection
		paper records are filed in local WorkOne offices and not	date for the same prior-year UI claim.
		included in the electronic records system (Uplink/UIM).	
18	84-943	STUDENT ENROLLMENT REPORT	DESTROY after five (5) years.
19	84-949	VEDS REPORT	TRANSFER to the INDIANA ARCHIVES after ten
		VEDS= Vocational Education Data System. Information from	(10) years.
		several statistical reports (such as Student Enrollment	
		Reports, Employer Follow-up, etc.) is compiled into a	
		federal report for the National Center for Education	
		Statistics in the U.S. Department of Education.	
20	84-960	ANNUAL CIVIL RIGHTS REPORT	TRANSFER to the INDIANA ARCHIVES after five
		The report is prepared by the agency and sent to the U.S.	(5) years.
		Department of Education.	
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amounts awarded by category. As this notice is in response to the State Plan, this information is not documented in the simules of the board. 22 84 987 PROPERM. STRINGTICAL REPORTS These reports contain historical data on students, such as encollaments, completers, leavers, depresse conferred and employer and student follow up. 23 85 558 NORK OPPORTUNITY TAX CREDIT AND MELPANS-TO-MONE TAX CREDIT PROCESM WOYC is a Federal tax credit available to employers who hire and retain veterans and individuals from other target croups with significant barriers to employement. Application forms may be submitted in hard copy or electronically; any supporting documents are maintained separately as part of the UIN system under Record Series 2015-07. Application data from hard copien must be key-entered, so originals are also retained for four (4) years to preserve signatures, heard on FTA Hendbook 408, Section VIII-1 and 4. Additional retention for electronic data based on search omaphoyee enters the data in typink. An electronic assignment of an administrative law judge size a hearing, the Determination of Hispiblity, DY 128, is received from the appealistrative law judge schedules a hearing. The Determination of Hispiblity, DY 128, is received from the appealistrative law judge schedules a hearing. The Determination of Hispiblity, DY 128, is received from the appealing party. The Notice of Hearing decision four progresses from pending to final disposition are recorded. The paper records typically have instruction frome that were returned to the U.T. Appeals Section, miscellanous moters, exhibits and any non-electronic hearing recording. Discounting and the progresses from pending to final disposition are recorded. The paper records may be subject to 10 22-4-19-6(b). Releation based on 129 CFR 97.42b. 25 88-120 UNCOLLECTIFIED CLAMBER TILE Recensive or the state, main returned to the U.T. Appeals Section, miscellanous moters, exhibits and any non-electronic hearing recording. Discounting and the progresses from pending to	21 84-985	GRANT AWARDS	TRANSFER to the INDIANA ARCHIVES after five
to the State Plan, this information is not documented in the minutes of the board. 22 84-987 FEDERAL SYNTISTICAL REPORTS These reports contain historical data on students, such as envollents, completers, leavers, degrees conferred and employer and student follow-up. 23 85-558 WORK OFFORTUNITY TAX CREDIT AND WELFARE-TO-WORK TAX CREDIT REPORTS MOVE is a rederal tax credit available to employers who hire and retain veterams and individuals from other target groups with significant barriers to employers who hire and retain veterams and individuals are on the supporting documents are emintained apparately as part of the UTM system under Record Series 2015-07. Application data from hard copies must be key-entered, so originals are also retained for four (1) years to preserve signatures, based on RTA Handbook 408, Section VIII-3 and 4. Additional retention for electronic data based on agency convenience. Disclosure of these records may be subject to 1C 22 4-19-6 to the Department of Signification and ecision, a section employee enters the data in Typlink, and electronic assignments for an administrative law judge is noted and when the administrative law judge schedules a hearing. The Determination of Slighblity, SP 128, is received from the appealing party. The Notice of Hearing is in Typlink and hard copy and actions as the appeal procreeases from pending to final disposition are recorded. The paper records typically have instruction forms that were returned to the U.I. Appeals Section, miscellaneous nates, exhibits and any non-electronic hearing recordings. Disclosure of themse records may be subject to IC 22-4-19-6(b). Retention based on 12 for the State, mail returned from the U.S. Rotal Service as undeliverable, computer reports and driver's lineane or whicle residential contains documents necessary to pursue a claim for collectible and after the State, mail returned from the U.S. Rotal Service as undeliverable, computer reports and driver's lineane or whicle registration information used in an attempt to veri			(5) years.
TRANSFER to the INDIANA ARCHIVES after f. (5) years. TRANSFER to the INDIANA ARCHIVES after f. (5) years. TRANSFER to the INDIANA ARCHIVES after f. (5) years. TRANSFER hard copies to the RECORDS CENTER and employer and student follow up. TRANSFER hard copies to the RECORDS CENTER and work in an antique to the burney and student follow up. TRANSFER hard copies to the RECORDS CENTER and work in an antique to the properties and individuals from other target groups with significant barriers to employment. Application forms may be submitted in hard copy or electronically; any supporting documents are maintained separately as part of the ULB system under Record Series 2015-07. Application data from hard copies must be key-entered, so originals are also retained for four (4) years to preserve signatures, based on STA handbook 408, Section VIII-3 and 4. Additional retention for electronic data based on agency convenience. Disclosure of these records may be subject to IC 22-4-19-6. TRANSFER paper files to the SECORDS CENTER of the STANSFER paper files to the SECORDS CENTER of the S			
### PROMEAL STATISTICAL REFORTS These reports contain historical data on students, such as envollents, completers, leavers, degrees conferred and employer and student follow up. 23 85-558 ***CAN COPPORTUNITY TAX CREDIT AND MELFARS-TO-MORK TAX CREDIT PROXEMM** WOTC is a Federal tax credit available to employers who hire and retain veterans and individuals from other target groups with significant barriers to employement. Application forms may be submitted in hard copy or electronically; any supporting documents are maintained separately as part of the UTM system under Record Series 2015-07. Application data from hard copies must be key-entered, so originals are also retained for four (4) years to preserve signatures, based on ETA Handbook 400, Section VIII-3 and -4. Additional retention for electronic data based on agency convenience. Disclosure of these records may be subject to 10 22-4-19-6(b). 24 85-695 ***UTAPPEAL FILE** The Appeal File is maintained in paper files and in the Uplink/UTM electronic system. When the section receives notice of an appeal of an administrative law judge is noted and when the administrative law judge schedules a hearing. The Determination of Elisibility, SF 128. Is received from the appealing party. The Notice of Hearing in Uplink and hard copy and actions as the appeal procreases from pending to final disposition are recorded. The paper records typically have instruction forms that were returned to the U.T. Appeals Section, sincellaneous notes, exhibits and any non-electronic hearing decision four (4) years after all time for appeals have larged OFF the Company of the Unemployment Insurance Nax. A typical file would contain selematory to firm against and returned from the U.S. Popeals Section, sincellaneous notes, exhibits and any non-electronic hearing decision four (4) years after all time for appeals have comminded to the contains documents necessary to pursue a claim for collection of the Unemployment Insurance Nax. A typical file would contain selematory to firm a group o			
Thems reports contain historical data on students, such as envollents, completers, leavers, degrees conferred and employer and student follow-up. WORK OFFORTUNITY TAX CREDIT AND WELFARE-TO-WORK TAX CREDIT PROGRAM WOTO is a Federal tax credit available to employers who hire and retain veterans and individuals from other target groups with significant barriers to employment. Application forms may be submitted in hard copy or electronically; any supporting documents are maintained separately as part of the UIM system under Record Series 2015-07. Application data from hard copies must be key-entered, so originals are also retained for four (4) years to preserve signatures, based on RTA Randhook 408, Section VITI-3 and 4. Additional retention for electronic data based on agency convenience. Disclosure of these records may be subject to 1C 22 4 19 6. 24 86-695 UI APPEAL PILE The Appeal File is maintained in paper files and in the Uplink/UIM electronic system. When the section receives notice of an appeal of an unemployment compensation decision, a section employee enters the data in Epilink. An electronic assignment of an administrative law judge is noted and when the administrative law judge schedules a hearing, the Determinant of Silebility, SP 18, is received from the suppaling party. The Notice of Rearing is in Uplink and hard copy and actions as the appeal progreenes from pending to final disposition are recorded. The paper records typically have instruction forms that were returned to the U.I. Appeals Section, miscellaneous notes, exhibits and any non-electronic hearing recordings. Disclosure of these records may be subject to IC 22-4-19-6(b). Retention based on 29 CRP 97.42b. TRANSPER paper files to the RECORDS CENTER after the form of the Disclosure of the action of the Disclosure of the data in Epiles and in the paper state of the Disclosure of the Action of General for the Salae, may be subject to IC 22-4-19-6(b). Retention based on 29 CRP 97.42b. TRANSPER paper files to the RECORDS CENTER after the f	22 04 007		TRANSFER to the INDIANA ADGULUES often five
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memblower and student follow-up. 85-558 MORK OPPORTUNITY TAX CREDIT AND MELFARE-TO-WORK TAX CREDIT PROGRAM WOTO is a Federal tax credit available to employers who hire and retain veterans and individuals from other target groups with significant barriers to employment. Application forms may be submitted in hard copy or electronically; any supporting documents are maintained separately as part of the UIM mystem under Record Series 2015-07. Application data from hard copies must be key-entered, so originals are also retained for four (4) years to preserve signatures, based on ETA Handbook 408, Section VIII-3 and -4. Additional retention for electronic data based on agency convenience. Disclosure of these records may be subject to 10 22-41-9-6. 24 86-695 UI APPEAL FILE the Appeal File is maintained in paper files and in the Uplink/UIM electronic system. When the section receives notice of an appeal of an administrative law judge is noted and when the administrative law judge schedules a hearing. The Determination of Bligibility, SF 128, is noted and when the administrative law judge schedules a hearing. The Determination of Bligibility, SF 128, is in Uplink and hard copy and actions as the appeal progresses from pending to final disposition are recorded. The paper records typically have instruction forms that were returned to the U.I. Appeals Section, miscellaneous notes, exhibits and any non-electronic hearing recordings. Disclosure of these records may be subject to IC 22-4-19-6(b). Retention based on 29 CFR 97.42b. 25 88-120 UNCOLLECTIBLE CLAIMS FILES This file contains documents necessary to pursue a claim for collections with the Office of the Attorney General for the State, mail returned from the U.S. Postal Service as communications with the Office of the Attorney General for the State, mail returned from the U.S. Postal Service as a maining address. File may have State Form Number 10047, Marrant for Collection of Tax, MDD Form 10547 since a tax warrant is usually issued. Records are arranged by the cal			(5) years.
### PROCESS OF PROTUNITY TAX CREDIT AND WELFARE-TO-WORK TAX CREDIT PROCESS. ### PROCESS PROCESS CREDIT PROCESS OF PROCES			
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26	89-182	QUALITY CONTROL CASE FILES	TRANSFER to the RECORDS CENTER one (1) year
20	09-102	This random audit program verifies the accuracy of payments	after completion of the audit report.
		made to UI claimants. QC auditors determine error rates,	DESTROY after an additional two (2) years
		overpayments or underpayments, and compile a report for UI	in the RECORDS CENTER.
		staff. Files may include: Fact Finding Statement	III CHE RECORDS CENTER.
		(Employment and Training Services Form Number 2070, no	
		State Form Number shown); Case Summary, (SF 38281); and	
		Summary of Audit Checklist, (SF 40244). Disclosure of these	
		records may be subject to IC 22-4-19-6(b), (2004 Edition to	
0.7	00.60	2009 Indiana General Assembly))	5, 1
27	93-68	OFFICE OF FED CNTRCT CMPLIANCE, EQUAL EMPLMT OPPRTNTY	DESTROY two (2) years after the year the
		CMMSION(OFCCP/EEOC)DATA INQURY RPT	response was submitted to the regional
		The regional office of this U.S. Department of Labor office	office of Federal Contract Compliance.
		periodically requests data of Indiana companies to monitor	
		EEOC compliance. Typical file contains the correspondence	
		requesting the information and a copy of the Employment and	
		Training Services response with an accompanying Job Service	
		Matching System data printout. Disclosure of these records	
		may be subject to [IC 22-4-19-6(b), (2004 Edition to 2009	
		Indiana General Assembly) Retention consistent with 29 CFR	
		1602.30 and 29 CFR 1602.31, (July 1, 2009 Revision)	
28	94-08	EMPLOYER'S CONTRIBUTION REPORT, STATE FORM 250 DELETED	DESTROY/DELETE ten (10) State Fiscal Years
		(This series is obsolete, but some records still exist in	after the end of the State Fiscal Year and
		[Record Series history note: this series is obsolete; no	after receipt of STATE BOARD OF ACCOUNTS
		new records may be accepted under this number. It is marked	Audit Report and satisfaction of unsettled
		current only because already-transferred records still	charges.
		exist in the State Records Center which have not yet	
		reached their disposal date.]	
		This is the Department of Workforce Development's	
		remittance processing. Employers are required to submit	
		quarterly reports on gross payroll, taxable wages,	
		contribution and number of employees employed per month.	
		Employers submit the report and payment directly to a	
		contracted bank. The contracted bank destroys paper reports	
		after creating electronic records and then places these	
		reports on CDs and submits as many as are needed to the	
		Department of Workforce Development in order to compile	
		reports. No paper is received. Any remaining paper will be	
		destroyed in accordance with the minimum time frame in	
		these approved retention instructions. Disclosure of these	
		records may be subject to IC 22-4-19-6(b), (2004 Edition to	
		2009 Indiana General Assembly) Retention based on IC	
		34-13-1-1.	
		[Record Series history note: this series required transfer	
		of security microfilm to the INDIANA ARCHIVES between 1994	
		and 1997, with a retention of "DESTROY original security	
		roll after 15 years."]	
20	94-16	REPORT ON EMPLOYMENT AND PAYROLL	TRANSFER to the RECORDS CENTER after one
43	フェーエロ		(1) year. DESTROY after an additional two
		This federal form from the U.S. Department of Labor's Bureau of Labor Statistics contains information on	
			(2) years in the RECORDS CENTER.
		individual employer hours, earnings and payroll covering	
		all industries in Indiana. Disclosure of these records may	
		be subject to IC 22-4-19-6(b) and 29 CFR 97.42. Retention	
		based on the U.S. Department of Labor, Bureau of Labor	
		ICharistias Commont Employment Charletine Manual Coarties	I .
		Statistics, Current Employment Statistics Manual, Section	

30	95-51	BANKRUPTCY FILE	TRANSFER to the RECORDS CENTER after the
		A typical file consists of various bankruptcy documents that have been issued by courts pertaining to employer accounts with delinquent liabilities. If the U.S. Bankruptcy Court closes a case, the debtor employer has paid its unemployment taxes in full by making payments on a plan. A case could also be closed if the employer's account has been delinquent seven (7) years and the Unemployment Insurance Board determines that any claims are uncollectible. A Warrant for Collection of Tax, State Form Number 10047, DWD Form 1054, is usually issued. Disclosure of these records may be subject to IC 22-4-19-6(b) and (d), (2004 Edition to 2009 Indiana General Assembly); Retention	bankruptcy case has been closed by the U.S. BANKRUPTCY COURT or the Unemployment Insurance Board determines that any claims are uncollectible and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional ten (10) years in the RECORDS CENTER.
21	98-20	based on IC 6-8.1-8-2, (2006 Supplement) OCCUPATIONAL EMPLOYMENT STATISTICS	TRANSFER to the RECORDS CENTER two (2)
		An occupational employment survey uses about fifty (50) different federal forms from the U.S. Department of Labor used to collect this statistical data from specific businesses, industry and government. The completed forms (records) have employer staffing patterns and wage data covering all industries in Indiana. The data is compiled and put through several statistical calculations. The United States Department of Labor combines Indiana's survey results with other states' surveys to come up with national estimates. The data is also used to estimate wage and staffing patterns and in projecting employment by occupation in Indiana. Data is collected pursuant to the authority of 29 USC 2, January 05, 2009 Edition. Retention based on U.S. Department of Labor, Bureau of Labor Statistics, State Operations Manual; Section Ten (10), (Revised 04/1997), Disclosure of these records may be subject to [29 CFR 70.1, et seq., (July 1, 2009 Revision)	years after the end of the reference year. DESTROY after an additional two (2) years in the RECORDS CENTER.
32	2019-24	NON-CREDIT CAREER AND TECHNICAL INSTITUTIONS -INSTITUTIONAL	IMAGE hard copies according to IARA imaging
		Records of schools that offer non-credit-bearing career and technical programs, received in a mixture of hard copy and electronic formats. No student records or financial information are present.	standards upon receipt. DESTROY hard copies after verification of electronic records for completeness and legibility. TRANSFER electronic records, including an index, to the INDIANA ARCHIVES in a format approved by INDIANA ARCHIVES staff, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, one (1) year after closure of the institution.
33	2019-25	DEFUNCT NON-CREDIT CAREER AND TECHNICAL INSTITUTIONS -	IMAGE hard copies according to IARA imaging
		STUDENT RECORDS Transcripts, correspondence, attendance reports, enrollment applications, and related student records from schools that offered non-credit-bearing career and technical programs, and have now gone out of business. Received largely in electronic format. Disclosure of these records may be affected by IC 5-14-3-4(b)(3) and (4).	standards upon receipt. DESTROY hard copies after verification of electronic records for completeness and legibility. TRANSFER electronic records, including an index, to the INDIANA ARCHIVES in a format approved by INDIANA ARCHIVES staff, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, one (1) year after closure of the institution.
34	2019-26	DEFUNCT NON-CREDIT CAREER AND TECHNICAL INSTITUTIONS -	IMAGE hard copies according to IARA imaging
		STUDENT FINANCIAL RECORDS Financial records of students from schools that offered non-credit-bearing career and technical programs, and have now gone out of business.	standards upon receipt. DESTROY hard copies after verification of electronic records for completeness and legibility. DELETE electronic records ten (10) years after any bond call and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.