



RECORDS RETENTION AND DISPOSITION SCHEDULE

Adjutant General's Office

| Agency: Adjutant General's Office | | Division: | |
|-----------------------------------|---------------|---|---|
| ITEM NO. | RECORD SERIES | TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i> | RETENTION PERIOD |
| 1 | 81-379 | SERVICE RECORDS The records are documentation of service in the Indiana National Guard. Personnel information on individuals while they are in the Indiana National Guard. Upon filming the 201 card is consolidated with the personnel folder. This is the only record of persons in the National Guard. | MICROFILM according to 60 IAC 2 upon discharge. DESTROY originals upon verification of film for completeness and legibility. TRANSFER original negative roll to the INDIANA ARCHIVES for permanent archival retention. TRANSFER duplicate roll to agency. DESTROY agency copy after fifty (50) years. |