



RECORDS RETENTION AND DISPOSITION SCHEDULE

Education, Department of. English Language Learners And Migrant Education.

Agency: English Language Learners And Migrant Education Division:			
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	86-415	TITLE I, PART C, MIGRANT EDUCATION PROGRAM Monies are used for assistance for migrant students ages 0 to 21. Children have to be certified as eligible for the program. Files are received electronically and grouped by school corporation name and school year. Typical contents would be applications for grants and annual performance reports. Agency retention based on IC 34-13-1-1.	TRANSFER one (1) copy to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, one (1) year after the end of the school year. DESTROY agency copy ten (10) years after the end of the school year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
2	86-416	NON-ENGLISH SPEAKING PROGRAM This program funded by the Indiana General Assembly is designated to aid students from a non-English speaking background to have equal access to public education. Files are received electronically and grouped by school corporation name and school year. Retention based on IC 34-13-1-1.	TRANSFER one (1) copy to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, one (1) year after the end of the school year. DESTROY agency copy ten (10) years after the end of the school year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
3	86-417	REFUGEE CHILDREN SCHOOL IMPACT GRANT Federal funds are administered to local education agencies which provide academic support to eligible refugee students. Electronic files are arranged by the school corporation name and school year.	TRANSFER one (1) copy to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, one (1) year after the end of the school year. DESTROY agency copy ten (10) years after the end of the school year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
4	86-418	TITLE III, ENGLISH LANGUAGE ACQUISITION Federal funds are provided to support academic achievement and language acquisition to support for English learner and immigrant students. Electronic files are arranged by the public school corporation name and its school year. Retention based on IC 34-13-1-1.	TRANSFER one (1) copy to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, one (1) year after the end of the school year. DESTROY agency copy ten (10) years after the end of the school year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.