



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Museum And Historic Sites Corporation, Indiana

Agency: Museum And Historic Sites Corporation, Indiana Division:			
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	81-13	<b>EXHIBITION FILE</b> This basic research file includes correspondence, loan contracts, photos and background information on the artifacts. Retention based on the instructions of the agency with the calendar year 2010 approval of the Director of the Archives and Records Administration.	IMAGE according to IARA imaging standards after close of the exhibit and all contracts have been fulfilled. MICROFILM according to 60 IAC 2 after verification of the electronic image for completeness and legibility. TRANSFER original negative roll to the INDIANA ARCHIVES for permanent archival retention. All original paper records will be retained PERMANENTLY within the Indiana State Museum And Historic Sites Corporation.
2	81-133	<b>STUDIES FILE - OPERATIONAL</b> The file contains operational, marketing and communication studies related to the Indiana State Museum and its properties.	TRANSFER to the INDIANA ARCHIVES after three (3) years for EVALUATION, SAMPLING or WEEDING pursuant to archival principles.
3	2010-26	<b>INFORMATION RELATED TO STRUCTURES AND PROPERTY MANAGED BY THE DIVISION</b> This is a file related to the history of the properties and structures under the agency-s management. It includes design, construction and repair information, historic structure reports, boundary surveys, construction contracts (as built drawings), gifts, salvage, disposition and sale of property, long- term historic property rehabilitation leases, etc. All records are used as reference information when structures require work.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING, and WEEDING pursuant to archival principles, after the destruction or removal of the building or structure.
4	81-06	<b>ACCESSION RECORDS</b> This is a comprehensive listing of the holdings of the Indiana State Museum and Historic Sites Corporation. It includes a list of donated items and donor information. This is a paper record. Disclosure of these records may be subject to IC 5-14-3-4(b)(15).	MICROFILM according to 60 IAC 2 every five (5) calendar years. TRANSFER original negative roll to the INDIANA ARCHIVES for permanent archival retention. RETURN hard copy records to the agency for permanent reference retention.
5	81-07	<b>SOURCE FILE</b> The file includes the Deed of Gift, Bill of Sale and other relevant documents related to each accessioned item. Research can be needed as far back as the beginning of the State Museum. Disclosure of these records may be subject to IC 5-14-3-4(b)(15).	IMAGE paper records according to IARA imaging standards twelve (12) calendar months after the item is formally accessioned. MICROFILM according to 60 IAC 2 after completion of accessions. TRANSFER original negative to the INDIANA ARCHIVES for permanent archival retention.  TRANSFER hard copies to the INDIANA ARCHIVES for EVALUATION, SAMPLING and WEEDING pursuant to archival principles, upon the dissolution of the Indiana State Museum and Historic Sites Corporation and any successor agencies.
6	81-08	<b>LOAN RECEIPTS</b> These contain information related to objects loaned to the agency by public organizations and private individuals. They are arranged alphabetically within the calendar year of the loan closure. Disclosure of these records may be subject to IC 5-14-3-4(b)(15).	MICROFILM according to 60 IAC 2 alphabetically by year at three (3) year intervals. TRANSFER original negative roll to the INDIANA ARCHIVES for permanent archival retention. RETURN hard copy records to the agency for permanent reference retention.

7	81-09	<b>TEMPORARY RECEIPTS</b> These contain information related to objects given to the agency by public organizations and private individuals for loan, examination or acquisition. Temporary receipts used for acquisitions are retained in the Source File as this documents the first time objects are placed in the agency's custody. For loans or examinations, a paper copy has been retained by the agency as a working document. Disclosure of these records may be subject to IC 5-14-3-4(b)(15).	MICROFILM alphabetically by year at ten (10) year intervals. TRANSFER security roll copy to the INDIANA ARCHIVES vault.
8	81-11	<b>INTERDEPARTMENTAL RECEIPT</b> This is a receipt specifying items transferred to one of the various agency properties.	DESTROY two (2) calendar years after the transferred item is returned.
9	81-115	<b>ACCIDENT AND ROBBERIES</b> This is an information and reference file regarding accidents and robberies related to Indiana State Museum and Historic Sites Corporation employees and other individuals, that is, visitors. Original records relating to ISMHS Corp. employees are maintained in the ISMHS Corp. administrative offices. Original records relating to non-state employees are maintained in the agency's Security Control Office. This record is also maintained in an electronic format. Retention based on IC 34-11-2-7.	For employee records: TRANSFER to the ISMHS Corp. administrative offices thirty (30) days after the date of the incident. DESTROY / DELETE duplicate records six (6) calendar years after completion of the investigation and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. For non-employee records: DESTROY/DELETE six (6) calendar years after the date of the incident.
10	81-117	<b>STUDY AGREEMENTS AND REPORTS</b> This record contains special approvals for individual studies.	DESTROY after five (5) calendar years.
11	81-135	<b>STATE MUSEUM AND HISTORIC SITES PROPERTY MAPS</b> This is a reference file that contains property maps of the Indiana State Museum and Historic Sites.	TRANSFER one (1) copy of a museum and sites map to the INDIANA ARCHIVES for EVALUATION, SAMPLING and WEEDING pursuant to archival principles, one (1) calendar year after creation of the map when a major change to the property has occurred. DESTROY remaining copies when outdated or replaced.
12	81-136	<b>VISITORS COMPLAINTS, COMPLIMENTS AND INQUIRIES</b> This information is related to visitor complaints, compliments and inquiries.	DESTROY one (1) calendar year after completion of any action on this correspondence.
13	81-138	<b>EDUCATION PROGRAMMING</b> This file includes information on programming and special and annual events for the Indiana State Museum and Historic Sites.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, one (1) calendar year after the program or event completion.
14	81-139	<b>PROMOTIONAL CAMPAIGNS FILE</b> This file contains public relations material relevant to visitors and promotion al maeketing materials, including, but not limited to, exhibit and program rack cards, visitor hand-outs, promotional signage and press releases. Most, if not all, sections of the Indiana State Museum and Historic Sites have this type of record.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, one (1) calendar year after the end of the promotion.
15	81-140	<b>OPERATING HOURS FILE</b>	DESTROY after one (1) year.
16	81-141	<b>GENERAL OPERATION PROCEDURES</b> This is facilitative information relevant to security, trash, grounds and equipment.	DESTROY when outdated or replaced.
17	81-408	<b>RETURN TO DEPOSITOR</b> This file is arranged alphabetically within the calendar year. This record tracks ownership and confirmation that items were returned to the owner. It contains a name and contact information.	DESTROY ten (10) calendar years after the end of the year in which the item was returned.