



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Veterans' Affairs, Indiana Department of

Agency: Veterans' Affairs, Indiana Department of		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	79-896	<b>WAR BONUS AND DISCHARGE DOCUMENTATION</b> Copies of applications for a bonus (including the amount of the award), DD214's and other discharge records, and any related correspondence. Disclosure of these records may be subject to 915 IAC 1-1-5 and 38 USC 5701. Retention based on IC 34-13-1-1.	TRANSFER bonus applications and all supporting documents to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, ten (10) State Fiscal Years after approval of monetary award, and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.  TRANSFER discharge documentation unconnected to any monetary award to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, one (1) year after receipt.
2	2009-28	<b>APPLICATION FOR DELAYED HIGH SCHOOL DIPLOMA, STATE FORM NUMBER 50900</b> A veteran or other applicant submits this completed form (record) to the Indiana Department of Veterans' Affairs. Military separation papers are attached. Information is verified with the Indiana Department of Education. Disclosure of these records may be subject to 915 IAC 1-1-5 and 38 USC 5701.	SCAN according to IARA imaging standards on receipt. DESTROY paper records twelve (12) calendar months after verification of the electronic image. DELETE electronic files twelve (12) calendar months after approval of the application.
3	2009-29	<b>CERTIFICATE OF ELIGIBILITY DISABLED VETERAN TAX DEDUCTION, STATE FORM NUMBER 51186</b> This Certificate will verify this property tax deduction. Disclosure of these records may be subject to IC 4-1-10-1, Et seq., (2005 Supplement to 2008 Indiana General Assembly); and 38 USC 5701, (January 08, 2008 Edition) Retention based on IC 34-13-1-1, (2004 Edition)	DESTROY ten (10) calendar years after the end of the latest year the tax deduction was certified.
4	2009-30	<b>REQUEST AND CONSENT FORM FOR MILITARY DISCHARGE PAPERS, STATE FORM NUMBER 52347</b> This state form does not authorize the release of information other than specifically described. Disclosure of these records may be subject to IC 4-1-10-1, Et seq., (2005 Supplement to 2008 Indiana General Assembly), and 38 USC 5701, (January 08, 2008 Edition)	DESTROY two (2) calendar years after fulfillment of the request.
5	2009-31	<b>2009-2010 REMISSION OF FEES APPLICATION FOR INDIANA PURPLE HEART VETERANS, SF # 53705</b> Applicants must also annually file a Free Application for Federal Student Aid (FAFSA), preferably by the State Student Assistance Commission of Indiana (SSACI) published deadline. The applicant must meet the program eligibility terms and attach Purple Heart documentation. Eligible public Indiana universities are listed. Disclosure of these records may be subject to IC 4-1-10-1, Et seq., (2005 Supplement to 2008 Indiana General Assembly;) and 38 USC 5701, (January 08, 2008 Edition) Retention based on IC 34-13-1-1, (2004 Edition)	DESTROY ten (10) calendar years after remission of all eligible fees and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.

6	2009-32	<p><b>APPLICATION FOR MILITARY FAMILY RELIEF FUND (MFRF), STATE FORM NUMBER 53880</b></p> <p>The military members' information is listed on the application, applicant identification and relationship to the military member. Documents are submitted to show the need for this state grant and an explanation of why military duty impairs the ability to pay the debt or bill. Disclosure of these records may be subject to IC 4-1-10-1, Et seq., (2005 Supplement to 2008 Indiana General Assembly); and 38 USC 5701, (January 08, 2008 Edition) Retention based on IC 34-13-1-1, (2004 Edition)</p>	DESTROY ten (10) calendar years after the year the grant was approved and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
7	2009-33	<p><b>APPLICATION FOR BURIAL, SF 48554</b></p> <p>This record is maintained at the Indiana Veterans Memorial Cemetery. It is used by a veteran, spouse or dependent seeking eligibility for interment in this cemetery. When eligibility is approved, the original application is returned to the requestor. The Indiana Veterans Memorial Cemetery retains its copy to complete burial information. Disclosure of these records may be subject to IC 4-1-10 and 38 USC 5701.</p>	TRANSFER to the INDIANA ARCHIVES for permanent archival retention, 100 calendar years after the end of the year of cemetery interment.
8	79-900	<p><b>VETERANS EDUCATION PROGRAMS</b></p> <p>These are approved education or training programs with currently enrolled veterans. The record series may include inspection reports, wage scales, or a training agreement. Disclosure of these records may be subject to 915 IAC 1-1-5, (September 16, 2009 Update) Retention based on IC 34-13-1-1, (2004 Edition)</p>	TRANSFER to the RECORDS CENTER after the veteran withdraws from the education or training program 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. TOTAL RETENTION: Ten (10) years after the veteran withdraws from the education program and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
9	79-904	<p><b>COUNTY SERVICE OFFICER SCHOOL MATERIALS AND REPORTS</b></p> <p>This loose-leaf binder typically contains correspondence, the agenda for that year's training session, and a brochure or other descriptive material on the hotel or location of the school. It may also contain the participants' critique of training, the "open book" knowledge test and the answer key and a list of expenses incurred.</p>	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles ten (10) calendar years after completion of the training school and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
10	79-908	<p><b>COUNTY SERVICE OFFICER APPOINTMENTS</b></p> <p>Pursuant to IC 10-17-1-9, (2007 Indiana General Assembly), the county executive may employ a county service officer and assistants. In any city, the fiscal body may provide for the employment by the mayor of a city service officer and assistants to render service to the veterans of the county or city. This form permits the Indiana Department of Veterans' Affairs to have the latest service officer's name and other needed information.</p>	TRANSFER one (1) copy to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, one (1) calendar year after receipt of updated information.
11	92-81	<p><b>APPLICATION FOR REMISSION OF FEES FOR A CHILD OF A DISABLED VETERAN/APPLICATION FOR TOTAL REMISSION FOR CHILDREN OF</b></p> <p>This application permits the Indiana Department of Veterans' Affairs to determine and verify eligibility of fees remission for veterans or free tuition for children of Indiana POW/MIAs in Viet Nam. Disclosure of these records may be subject to 915 IAC 1-1-5, (September 16, 2009 Update), and 38 USC 5701, (January 08, 2008 Edition) Retention based on IC 34-13-1-1, (2004 Edition)</p>	TRANSFER to the RECORDS CENTER after approval of the application and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional ten (10) calendar years in the RECORDS CENTER. TOTAL RETENTION: Ten (10) calendar years after approval of the application and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.

12	92-82	<b>CERTIFICATION OF ELIGIBILITY FOR VETERANS REGISTRATION LICENSE PLATES, SF # 32584</b> Selected veteran license plates may not be issued without this form, as approved by the Indiana Department of Veterans' Affairs. The application and supporting documentation is submitted to the Indiana Department of Veterans' Affairs for review and approval. Vehicles registered with veterans' license plates are not exempt from the payment of registration fees or taxes due on the vehicles. Disclosure of these records may be subject to IC 4-1-10 and IC 9-14-3-5(b). Retention consistent with IC 9-18-2-47.	DESTROY/DELETE five (5) years after the end of the latest registration year.
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