



RECORDS RETENTION AND DISPOSITION SCHEDULE

Revenue, Department of. Finance Division.

Agency: Finance Division		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	2012-10	ENCODER TAPES - PROOF OF PAYMENT Includes encoder tapes for the following tax types: Alcoholic Beverages, Accounts Receivable, Auto Rental Excise, County Innkeepers, Corporation-All types, Gaming and Charity, Environmental, Financial Institution, Food and Beverage, Fireworks, Hazardous Chemical, Individual-All types, Inventory Gas, Motor Fuel, Other Tobacco Products, NON-BT-1, Sales, Tire Fee, Utility Receipt Tax, Utility Services Use Tax and Withholding. These can be filed by deposit date and batch number or cage sheet. Retention consistent with Record Series 85-142 on the Dept of Revenue/Tax Administration retention schedule, for which these are supporting documents.	TRANSFER to the RECORDS CENTER after three (3) years. DESTROY after an additional twenty (20) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges
2	84-885	MARION COUNTY ADMISSIONS TAX RETURN Pursuant to IC 6-9-13-1, et seq. 2004 Edition; the city-county council of a county that contains a consolidated first class city may adopt an ordinance to impose an excise tax, known as the county admissions tax...The revenues collected from the county admissions tax are remitted to the Indiana Department of Revenue each month. The amounts received from the county admissions tax shall be paid monthly by the Treasurer of the State to the Treasurer of the Capital Improvement Board of managers of the county upon warrants issued by the Auditor of State. Confidential, [IC 6-8.1-7-1, (2004 Edition)] Retention based on IC 6-8.1-5-2(b), (2004 Edition)	IMAGE according to IARA imaging standards and DESTROY hard copies after verification of electronic records for completeness and legibility. DELETE electronic records ten (10) years after the due date of the return and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.