

## **RECORDS RETENTION AND DISPOSITION SCHEDULE** Finance Authority, Indiana. State Revolving Loan Fund Programs.

Agency: State Revolving Loan Fund Programs Division:			
ITEM	RECORD	TITLE/DESCRIPTION	RETENTION PERIOD
NO.	SERIES	(This Retention Schedule is approved on a space-available basis)	
1	99-03	WASTEWATER REVOLVING LOAN PROGRAM AND FUND	IMAGE according to IARA imaging standards
		Pursuant to IC 5-1.2-10-3(a)(2) this revolving fund is	upon final disbursement of financial award
		established to provide money for loans and other financial	or issuance of closure document. TRANSFER
		assistance to or for the benefit of eligible participants.	hard copies to the RECORDS CENTER after
		The Indiana Finance Authority shall administer, hold, and	verification of images for completeness and
		manage the fund. In accordance with IC 5-1.2-10-7(a) money	legibility, and TRANSFER to the INDIANA
		in the fund may be used to provide loans or other financial	ARCHIVES for EVALUATION, SAMPLING OR
		assistance to participants for the planning, designing,	WEEDING pursuant to archival principles
		construction, renovation, improvement, or expansion of	after an additional thirty (30) years in
		wastewater collection and treatment systems and other	the RECORDS CENTER.
		activities permitted by the Clean Water Act. Typical	
		documents found include bid and construction contracts,	DELETE electronic records thirty (30) years
		preliminary engineering reports, disbursements, financial	after final disbursement of financial award
		due diligence, , and applications and approvals. Loan terms	or issuance of closure document AND after
		may be the lesser of thirty (30) years or the useful life	transfer of hard copies to the INDIANA
		of the project. Records are arranged alphabetically by	ARCHIVES.
		community, for example: Evansville, Jamestown, Speedway,	
		etc. Retention partially based on 42 USC 300j-12.	
2	99-04	DRINKING WATER REVOLVING LOAN PROGRAM AND FUND	IMAGE according to IARA imaging standards
		Comparable to the Wastewater Revolving Loan Program and	upon final disbursement of financial award
		Fund, the Drinking Water Revolving Loan Fund is established	or issuance of closure document. TRANSFER
		(IC 5-1.2-10-3(a)(1). Pursuant to IC 5-1.2-10-7(b) money in	hard copies to the RECORDS CENTER after
		this dedicated fund may be used to do the following:	verification of images for completeness and
		Provide loans or other financial assistance to political	legibility, and TRANSFER to the INDIANA
		subdivisions for the: (A) Planning; (B) Designing; (C)	ARCHIVES for EVALUATION, SAMPLING OR
		Construction; (D) Renovation; (E) Improvement; (F)	WEEDING pursuant to archival principles
		Expansion; or (G) Any combination of items (A) through (F)	after an additional thirty (30) years in
		and other activities permitted by the Safe Drinking Water	the RECORDS CENTER.
		Act. The Indiana Finance Authority shall administer, hold,	
		and manage the fund and program (IC 5-1.2-10-11. Typical	DELETE electronic records thirty (30) years
		documents found are comparable to the Wastewater Revolving	after final disbursement of financial award
		Loan Program and Fund with files arranged alphabetically by	or issuance of closure document AND after
		community. Loan terms may be the lesser of thirty (30)	transfer of hard copies to the INDIANA
		years or the useful life of the project. Retention	ARCHIVES.
		partially based on 42 USC 300j-12.	