



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Finance Authority, Indiana. State Revolving Loan Fund Programs.

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