



RECORDS RETENTION AND DISPOSITION SCHEDULE

Law Enforcement Academy, Indiana

Agency: Law Enforcement Academy, Indiana		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	80-966	EDUCATIONAL RECORDS Documentation of courses completed at the Academy, along with student and instructor information. Rosters and individual student information serve as a transcript for the students. Instructor certifications are also included. Course records contain handouts, schedules, curriculum, tests, and other supporting information to document the classes themselves. Student and instructor medical records may also be included. Disclosure of these records may be affected by IC 5-14-3-4(a) and (b).	IMAGE according to IARA standards after six (6) months. After verification of electronic records for completeness and legibility, TRANSFER one (1) electronic copy of each file to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, in a format approved by Indiana Archives staff. DESTROY hard copies after Indiana Archives transfer. DELETE agency copy of electronic records after sixty (60) years.