RECORDS RETENTION AND DISPOSITION SCHEDULE

Transportation, Indiana Department of. Economic Opportunity.

Agency: Economic Opportunity		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION *(This Retention Schedule is approved on a space-available basis)*	RETENTION PERIOD
1	85-33	**DISADVANTAGED BUSINESS ENTERPRISES PROGRAM** INDOT serves as the sole provider of the uniform certification program for Disadvantaged Business Enterprises (DBE?s) under 49 CFR 23 and 49 CFR 26 in Indiana. DBE?s are utilized in INDOT?s federally funded contracts to offset the historical effects of discrimination in the heavy highway industry. Each DBE undergoes an electronic certification process and an annual electronic verification of continued DBE eligibility once certified. Initial DBE electronic applications include the following components: uniform certification application, proof of identify, personal and business financial and tax information, proof of business organization and an onsite questionnaire if geographically located in Indiana. After initial certification, an annual electronic affidavit attesting to continued DBE program eligibility and electronic copies of annual taxes are required.	TRANSFER one (1) copy of electronic records along with an index to the INDIANA ARCHIVES annually, in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles. MAINTAIN agency copy of electronic records permanently for agency reference use.