



RECORDS RETENTION AND DISPOSITION SCHEDULE

Criminal Justice Institute

Agency: Criminal Justice Institute		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	85-416	CLAIMANT FILES-VIOLENT CRIME COMPENSATION FUND Files may typically consist of SF 23776, Application for Benefits from Violent Crime Compensation Fund. This combination brochure application may be accompanied by a police report, witness statements, medical bills, funeral expense receipts, employment data and a preliminary determination recommendation. If an application goes to a hearing stage, the file would also have the hearing officer's notes and the decision. The file will remain open as long as the Violent Crime Compensation Fund determines that the claimant has exhausted all resources prior to receiving compensation. Pursuant to IC 5 2 6.1 35, the maximum amount of compensation is \$15,000. Disclosure may be subject to IC 5 14 3 4(a)(9) and (b)(1),(2) and (6). Retention based on IC 34 13 1 1.	TRANSFER to the RECORDS CENTER one (1) year after the date of the award and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after an additional nine (9) years in the RECORDS CENTER.
2	2014-04	SUBSTANCE ABUSE SERVICES DIVISION REPORTS Received from local agencies under IC 5-2-6-18, 5-2-11-5(a) and IC 5-2-16.	TRANSFER to the RECORDS CENTER after one (1) year. DESTROY after an additional two (2) years in the RECORDS CENTER.
3	83-829	ANNUAL PLAN This is the annual application from the state to the federal government for federal money for the state of Indiana.	TRANSFER to the INDIANA ARCHIVES, after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
4	89-202	SEX CRIMES VICTIMS SERVICES FUND FILES These typically include an Application for Benefits, Sex Crime Victim Services Fund, State Form 241, a hospital emergency room report; an itemized billing statement from the medical care provider or hospital, copies of awarded checks, a reference list and a narrative of the case. A hospital must apply to the Fund for payment of services provided to a victim and then the Fund reimburses directly to the medical care provider, pursuant to IC 16-21-8, et seq, 2007 Supplement. Disclosure of these records may be subject to IC 5-14-3-4(a)(9), and IC 5-14-3-4(b)(1)(2) and (6), (2008 Indiana General Assembly] Retention based on IC 34-13-1-1, (2004 Edition)	TRANSFER to the RECORDS CENTER one (1) year after the reimbursement date and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional nine (9) calendar years in the RECORDS CENTER.