



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Lobby Registration Commission, Indiana

Agency: Lobby Registration Commission, Indiana		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	96-131	<b>LOBBYIST'S REGISTRATION STATEMENT</b> DISCONTINUED. Use RS 96-132. As defined in IC 2-7-1-10, 1993 Edition, a lobbyist must file the annual registration required pursuant to IC 2-7-2-1, 1993 Edition. Each registration statement expires on December 31 of the year for which it was issued. A registration fee is required. Registration statements are arranged by calendar year and then alphabetically by the name of the person or organization registering. Public records pursuant to IC 2-7-4-3, (1993 Edition) Retention based on IC 2-7-4-8, (1993 Edition)	TRANSFER to the Indiana Archives, four (4) calendar years after receipt and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
2	96-132	<b>REPORTS OF LOBBYIST ACTIVITIES</b> Pursuant to IC 2-7-3-1, lobbyists are required to file semi-annual reports with the Commission. The first report covers the period of November 1 through April 30 and the second report is for May 1 through October 31 of the immediately preceding calendar year. Employer lobbyist activities and compensated lobbyist activities are both covered under this series, but filed separately. An annual registration statement, for which a fee is required (formerly RS 96-131), is filed with each type of activity report. Conflict of interest statements are also included if applicable. Retention based on IC 2-7-4-8.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING and WEEDING pursuant to archival principles, four (4) years after receipt and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
3	2001-45	<b>LOBBYIST AUDIT FILES</b> Pursuant to IC 2-7-4-6, the Commission shall inspect and audit five percent of all required lobbyist filings by requiring the registrant to produce verifying documents. Audit files may contain notes, correspondence, and documents used to verify required lobbyist filings. Retention based on IC 2-7-4-8. Disclosure of these records may be affected by IC 2-7-4-6 (b).	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING and WEEDING pursuant to archival principles, four (4) years after receipt.
4	96-133	<b>REPORT OF LEGISLATIVE GIFT OR PURCHASE</b> Pursuant to IC 2-7-3-6, a lobbyist must file a written report within thirty (30) days when either of the following occurs: (1) the lobbyist has made a purchase described in IC 2-2.1-3-2(7), or (2) the lobbyist has made a gift described in IC 2-2.1-3-2(8). No fee is required. This report must be filed both with the Indiana Lobby Registration Commission and with the member of the General Assembly to whom this report is made. Public records in accordance with IC 2-7-4-3. Retention based on IC 2-7-4-8.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING and WEEDING pursuant to archival principles, four (4) years after receipt.
5	2016-23	<b>STATE COLLEGE AND UNIVERSITY REPORTS</b> Pursuant to IC 2-7-3.5, each state college or university is required to file an annual report of expenditures for gifts and/or entertainment that benefit a particular legislative person and the value of which reaches \$50 on any one day or exceeds \$250 in a reporting year. Retention based on IC 2-7-4-8.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING and WEEDING pursuant to archival principles, four (4) years after receipt.