



RECORDS RETENTION AND DISPOSITION SCHEDULE

Attorney General's Office. Unclaimed Property Division.

Agency: Unclaimed Property Division		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	80-1653	CLOSED CLAIM FILES A typical file may contain claim forms, birth and wedding certificate copies, claimant's social security number, correspondence and financial documentation. Records may exist in paper or electronic format. Retention based on IC 34-13-1-1. Disclosure of these records may be affected by IC 5-14-3-4.	TRANSFER hard copy records to the RECORDS CENTER after closure. DESTROY after an additional ten (10) years in the RECORDS CENTER. DELETE electronic records ten (10) years after closure.
2	80-1654	ANNUAL REPORT OF ABANDONED PROPERTY Contains the holder name and address, plus contact name and phone number. A detailed summary of the inventory of safe deposit box contents must be attached. Records may exist in paper or electronic format. Retention consistent with IC 34-13-1-1.	TRANSFER hard copy records to the RECORDS CENTER after report date and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional ten (10) years in the RECORDS CENTER. DELETE electronic records ten (10) years after report date and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
3	80-1655	ANNUAL STATEMENT THAT NO PROPERTY HAS BEEN ABANDONED This is also called "Form 2." Records may exist in paper or electronic format. Retention consistent with IC 34-13-1-1.	TRANSFER hard copy records to the RECORDS CENTER after report date and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional ten (10) years in the RECORDS CENTER. DELETE electronic records ten (10) years after report date and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.