



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Finance Authority, Indiana. Indiana Toll Road.

Agency: Indiana Toll Road		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	81-1079	<b>SPECIFICATIONS</b>	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after completion of project.
2	81-1084	<b>FINAL CONTRACTS</b> These are also called construction files.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after completion of project, and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges for the project year.
3	81-1078	<b>BLUEPRINTS AND CONSTRUCTION PLANS</b>	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after completion of project.
4	82-36	<b>RIGHT-OF-WAY FILES</b> Series contains deeds, complaints from land owners, and correspondence. Most excess property has been sold.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, after completion of project and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges for the project year.
5	86-709	<b>1980 LAND ACQUISITION PROJECT</b> Six (6) additional interchanges were constructed in this project. Records include real estate documents and correspondence, deeds and legal action.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, after completion of project, and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges for the project year.
6	86-710	<b>UTILITY CROSSING PERMITS</b> Utilities desiring Toll Road easements submit an application and pay a processing fee. An application is required for each new crossing and notice for work on existing crossings. Retention based on IC 34-11-2-6.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after the end of the fiscal year of application or work-notice, and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges for that year.
7	86-711	<b>FINAL CONSTRUCTION RECORDS</b> Records cover rehabilitation of the Toll Road areas. For example, they could include resurfacing of road areas, or remodeling of service areas. They may also include "as-built" plans.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after completion of project, and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges for the project year.
8	86-712	<b>1985 SERIES BOND INSTRUMENTS</b> This record contains the trust indenture, official statement (to prospective buyers), the lease-trust agreement and the lease.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges for the contract or amendment year.