



RECORDS RETENTION AND DISPOSITION SCHEDULE

State Form 5 (R4/8-03)

Name of agency: Department of Workforce Development	Name of division: Adult Education	Telephone number: 233-5715
Address (number and street, city, state, zip): 10 N. Senate Ave, Rm 305		
Agency head signature of approval	Name of agency head (type or printed) <i>Mark W. Everson</i>	Date of draft approval
Commission on Public Records Signature of final approval		Date of final approval

ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	84-871	LOCAL PROGRAM FILES-ADULT EDUCATION File includes program applications, approvals, quarterly and annual financial reports and evaluation reports, arranged alphabetically by the recipient's name. Retention based on 34 CFR 76.734	TRANSFER to the RECORDS CENTER after two (2) years. TRANSFER to the COMMISSION ON PUBLIC RECORDS; STATE ARCHIVES DIVISION for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after an additional three (3) years. TOTAL RETENTION PRIOR TO STATE ARCHIVES TRANSFER: FIVE (5) YEARS.
2	84-873	STATE SUMMARIES-ADULT EDUCATION Records include narrative and financial reports and any compiled data on these programs, and enrollments. File is arranged chronologically by program year.	TRANSFER to the COMMISSION ON PUBLIC RECORDS, STATE ARCHIVES DIVISION, after ten (10) years.
3	84-876	TECHNICAL ASSISTANCE/PROFESSIONAL DEVELOPMENT FILES This reference file consists of materials either developed or acquired by this division that are related to its education program, i.e., guidelines, teaching methods. It includes newspaper and magazine articles as well as original materials.	TRANSFER any original materials to the COMMISSION ON PUBLIC RECORDS, STATE ARCHIVES DIVISION, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, three (3) state fiscal years after the end of the program.
4	84-877	STATE PLAN FILES This includes working files as well as official documents and subsequent published copies.	TRANSFER to the COMMISSION ON PUBLIC RECORDS, STATE ARCHIVES DIVISION, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles; after five (5) years.
5	84-862	GED SCORE RECORDS Records consist of official test scores from all GED testing centers in Indiana, created and received electronically. Information includes name, address, to whom scores were reported, date of birth, last grade completed, date of withdrawal from school, social security number, last school attended, test scores for each of five (5) tests and the average, test date and form, percentile rank for the United States, name of center and date certificate issued (if any). Disclosure of these records may be affected by IC 5-14-3-4.	TRANSFER to computer output microfiche (COM) every three (3) years. TRANSFER COM to the COMMISSION ON PUBLIC RECORDS, STATE ARCHIVES DIVISION, for permanent archival retention.

Name of Records Analyst: Amy Robinson	Date prepared:	Date of Oversight Committee on Public Records final approval: 12/7/2011
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