TOWNSHIP TRUSTEE GENERAL RETENTION SCHEDULE (TTGRS)
Indiana Commission On Public Records - County Records Management

Date approved by the Oversight Committee on Public Records May 18, 2005	*Name of county adopting retention schedule*	Date adopted by the County Commission of Public Records

Director, Indiana Commission on Public Records/State Archivist *Signature*	*Printed name* *Jim Corridan*
Chairperson of the County Commission of Public Records *Signature*	*Printed name*
Secretary of the County Commission of Public Records *Signature*	*Printed name*

THIS SCHEDULE MAY BE USED ONLY AFTER ADOPTION BY THE COUNTY COMMISSION OF PUBLIC RECORDS.

INSTRUCTIONS:

1. Records listed on this schedule may be destroyed upon **completion** of a Notice of Destruction, **State Form 44905** and distribution of copies of the form to the Clerk of the Circuit Court of the County and to the INDIANA COMMISSION ON PUBLIC RECORDS / STATE ARCHIVIST, 402 West Washington Street W472, Indianapolis, IN 46204.

2. All records NOT LISTED on this approved schedule can be destroyed or transferred only by completing a Request for Permission to Destroy or Transfer Certain Public Records (PR-1), State Form 30505, and by obtaining approval of the COUNTY COMMISSION OF PUBLIC RECORDS and the INDIANA COMMISSION ON PUBLIC RECORDS / STATE ARCHIVIST.

GUIDELINES:

Permanent records may be maintained either in the original format or on microfilm that meets standards outlined in 60 IAC 2 or Administrative Rule 6 (Court Records).

Microfilmed records may be DEPOSITED OR TRANSFERRED according to the retention period outlined for that record.

SECURITY/ORIGINAL roll of microfilm to be stored offsite in secure location. Duplicate rolls for office use.

Electronic records and computer printouts that include data from more than one (1) form must be retained for the longest retention period for all included forms.

Any STATE BOARD OF ACCOUNTS forms approved for use in lieu of prescribed forms are subject to the same retention requirements.

RECORD SERIES NUMBER TITLE/DESCRIPTION	RETENTION PERIOD
TTGRS 1. BOOKS, LEDGERS, REGISTERS AND JOURNALS	
General Forms:	
Form 53 – Bond Register	DESTROY after debt is retired, and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
Form 350 – Register of Investments	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
Form 370 - Receipt Register.	DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
Poor Relief Forms (Obsolete):	
PR- 6 - Register of Poor Relief Claims (Obsolete).	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
TTGRS 2. CLAIMS, VOUCHERS AND PURCHASE ORDERS **General Forms:** Form 98 – Purchase Orders Form 99 – Payroll Schedule and Voucher Form 101 – Mileage Claim **Township Assistance Forms:** TA-2 - Township Assistance Purchase Order for Medical Aid. **Poor Relief Forms (Obsolete):** PR-2 - Purchase Order for Medical Relief (Obsolete). PR-3 - General Purchase Order for Poor Relief (Obsolete). PR-7M - Mileage Claim for Poor Relief Investigation (Obsolete).	DESTROY after six (6) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
TTGRS 3. CHECKS/WARRANTS AND WARRANT REGISTERS **Township Forms:** Form 6 - Township Trustee Check.	DESTROY after six (6) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.

TTGRS 4. REPORTS AND PETITIONS	
General Forms: Form 100R - Certified Report of Names, Addresses, Duties and Compensation of Employees. **Township Forms:** Form 15 - Township Trustee's Abstract Report of Receipts and Disbursements for the Calendar Year (Mailed to Townships by the State Board of Accounts) Considered Annual Report. **Township Assistance Forms:** TA-7 - Township Assistance Statistical Report. Part of Annual Report.	PERMANENT. MICROFILM ACCORDING TO 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
Poor Relief Forms (Obsolete):	
PR-4 - Report of Medical Aid Rendered. (Obsolete).	DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
PR-7 - Poor Relief Statistical Report (Obsolete). Part of Annual Report.	PERMANENT. MICROFILM ACCORDING TO 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
PR-8 - Quarterly Poor Relief Report of Actual and Estimated Receipts (Obsolete).	DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.

TTGRS 5. RECEIPTS **Township Forms:** Form 16 - Township Trustee's Receipt. Form 18 - Dog Receipt/Kennel License Receipt. Unused Dog Tags and Receipts.	DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.

TTGRS 6. FINANCIAL STATEMENTS AND RECORDS	
Form 1C - Financial and Appropriation Record.	PERMANENT. MICROFILM ACCORDING TO 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
Form 3 - Record of Depository Balances. Bank Statements and Deposit Tickets.	DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
Form 14 - Trustee's General Record. Form 80 - Claim Record - Dog Fund.	PERMANENT. MICROFILM ACCORDING TO 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
TTGRS 7. PAYROLL RECORDS **General Forms:** Form 99A - Employee Service Record. Form 99B - Employee's Earnings Records. Form 99C - Employee's Weekly (Work Period) Earnings Records. **Township Forms:** Form 17 - Resolution Recommending Salaries of Township Officers and Employees.	PERMANENT. MICROFILM ACCORDING TO 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
TTGRS 8. BONDS, BIDS AND CONTRACTS **General Forms:** Form 86 - Contractor's Combination Bid and Bond for Construction. Form 86A - Contractor's Bond for Construction. Form 95 - Bid, Offer or Proposal on Material or Materials, Equipment, Goods or Supplies (Obsolete). Form 96 - General Bid for Public Work.	DESTROY ten (10) calendar years after completion of project and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
TTGRS 9. ASSET INVENTORY **General Forms:** Form 369 - General Fixed Asset Account Group (Obsolete). Form 369 - Capital Assets Ledger.	PERMANENT. MICROFILM ACCORDING TO 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
TTGRS 10. STATE BOARD OF ACCOUNTS AUDIT REPORTS	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.

TTGRS 11. BUDGET ESTIMATES AND FUND ENCUMBRANCES **Budget Forms:** Form 1 - Budget Estimate. Form 2 - Estimate of Miscellaneous Revenue (City and Town). Form 3 - Notice to Taxpayers of Budget Estimates and Tax Levies. Form 4 - Certificate of Appropriations. Form 4B - Worksheet used for the publication of Form 3. Form 5 - Budget Submission Letter and Certificate. Form 7 - Estimate of Poor Relief Requirements (Obsolete). Form 7 - Estimate of Township Assistance Requirements.	DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
TTGRS 12. APPLICATIONS AND NOTICES **Township Forms:** TA-1 - Application for Township Assistance. TA-1A - Notice of Township Assistance Action. TA-1B - Application for Additional or Continuing Township Assistance. **Poor Relief Forms (Obsolete):** PR-1 - Application for Township Assistance (Obsolete). PR-1A - Notice of Poor Relief Action (Obsolete). PR-1B -Application for Additional or Continuing Township Assistance (Obsolete).	DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
TTGRS 13. MINUTES Official minutes of TOWNSHIP BOARD meetings.	PERMANENT. MICROFILM ACCORDING TO 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
TTGRS 14. POLICY FILES Files that document substantive actions of the special district unit and constitute the official record of the unit's performance of its function and policy formation. These are records of correspondence, memos and reports DIRECTLY related to the district's policies and procedures, AND administrative history files documenting the establishment of the special district.	PERMANENT. MICROFILM ACCORDING TO 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
TTGRS 15. GENERAL FILES Office records that are NOT related to policy implementation. These are routine correspondence, memos, staff files.	DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
TTGRS 16. LEGAL FILES Records of litigation and all supporting documentation.	PERMANENT: MICROFILM ACCORDING TO 60 IAC 2 STANDARDS. Originals may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS. PARTIALLY CONFIDENTIAL, IC 5-14-3-4 (a) (1),(3), and (8), and IC 5-14-3-4 (b) (2) (6) (10) (11) and (12).
TTGRS 17. PERF QUARTERLY REPORT	PERMANENT. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.