



Public-Private Agreement Operator's Retention Schedule (PPA)
Indiana Commission on Public Records – County Records Management

DATE APPROVED BY THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS: February 18, 2015	DIRECTOR/STATE ARCHIVIST, INDIANA COMMISSION ON PUBLIC RECORDS <i>SIGNATURE</i>
<p>Instructions:</p> <ol style="list-style-type: none">1. Records listed on this retention schedule are maintained by an “operator,” as defined by IC 5-23-2-8. This retention schedule may not be used by a governmental entity for the destruction, transfer, or other disposition of governmental records.2. Records listed on this retention schedule are governed by IC 5-23-7-1 and fall under the authority of the Indiana Commission on Public Records via IC 5-14-3-7(a), IC 5-14-3-4(h)(1), IC 5-15-5.1-5(a)(4) and (a)(11), and IC 5-15-6-2.5(a). This retention schedule has been created by the Indiana Commission on Public Records and adopted by the Indiana Oversight Committee on Public Records to assist operators that are a party to a public-private agreement in their effort to comply with records retention requirements.3. Operators are required to complete records destruction and transfer forms as is required of governmental entities.<ul style="list-style-type: none">• To destroy records listed on this retention schedule, the operator must complete and submit a Notice of Destruction, State Form 44905, as required by the form.• To transfer or destroy records <i>not</i> listed on this retention schedule, but created or received by the operator in furtherance of a public-private agreement, the operator must complete and submit a Request for Permission to Destroy or Transfer Certain Public Records (PR-1), State Form 30505, as required by the form.4. Records listed on this retention schedule may be subject to disclosure as provided in IC 5-14-3 and IC 5-23-7.5. Destruction of all records must be delayed pursuant to an applicable legal hold.	

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RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
PPA 14-1	<p>MINUTES</p> <p>Official minutes of a board established to administer a program set forth in the public-private agreement. THIS IS A CRITICAL RECORD.</p>	<p>PERMANENT. TRANSFER to the governmental body after ten (10) calendar years pursuant to IC 5-23-7-2.</p> <p>Governmental body must retain pursuant to GEN 10-1.</p>
PPA 14-2	<p>POLICY FILES</p> <p>These office files document substantive actions of the operator by executive staff and constitute the official record of the operator's performance of its functions and the formation of policy and program initiatives. This record series may include various types of records such as correspondence, memos, and reports concerning policy and procedures, organization, program development and reviews. THIS IS A CRITICAL RECORD.</p>	<p>PERMANENT. TRANSFER to the governmental body after ten (10) calendar years pursuant to IC 5-23-7-2.</p> <p>Governmental body must retain pursuant to GEN 10-3.</p>
PPA 14-3	<p>GENERAL FILES</p> <p>This record series includes correspondence, memos, and routine staff files.</p>	<p>DESTROY after three (3) calendar years.</p>
PPA 14-4	<p>LEGAL FILES – THIRD-PARTY LITIGATION</p> <p>All records pertaining to litigation with third parties involving the public-private agreement, including all supporting documentation.</p>	<p>TRANSFER to the governmental body five (5) calendar years after completion of litigation.</p>
PPA 14-5	<p>LEGAL FILES – LITIGATION BETWEEN OPERATOR AND GOVERNMENTAL BODY</p> <p>All records pertaining to litigation with the governmental body related to the public-private agreement.</p>	<p>This record series is not subject to IC 5-23-7.</p>
PPA 14-6	<p>BONDS, BIDS, CONTRACTS AND LEASES</p> <p>All contracts with vendors or units of government to provide goods or services. Files also include working papers and similar attachments used by the operator in this process.</p> <p>Retention based on IC 34-13-1-1</p>	<p>DESTROY ten (10) years after expiration of the contract.</p>
PPA 14-7	<p>AS-SUBMITTED BUDGETS</p> <p>Includes new programs requested, justifications, breakdown or money requested, estimates, reports, and public notice.</p>	<p>DESTROY after five (5) calendar years.</p>
PPA 14-8	<p>RECEIPTS/QUIETUS/RECEIPT REGISTER/QUIETUS REGISTER</p> <p>Retention based on IC 34-11-2-6</p>	<p>DESTROY after six (6) calendar years.</p>
PPA 14-9	<p>VOUCHERS/CLAIMS & PURCHASE ORDERS</p> <p>Includes all claims and requisitions submitted, including all supporting documentation.</p> <p>Retention based on IC 34-11-1-2</p>	<p>DESTROY after ten (10) calendar years.</p>
PPA 14-10	<p>CANCELLED CHECKS/WARRANTS</p> <p>Retention based on IC 34-11-1-2</p>	<p>DESTROY after ten (10) calendar years.</p>
PPA 14-11	<p>CHECK REGISTER/WARRANT REGISTER</p> <p>Retention based on IC 34-11-1-2</p>	<p>DESTROY after ten (10) calendar years.</p>
PPA 14-12	<p>ACCOUNTS PAYABLE JOURNAL</p>	<p>DESTROY after six (6) calendar years.</p>

Adopted February 18, 2015 by the Oversight Committee on Public Records

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PPA 14-13	ACCOUNTS PAYABLE VOUCHER REGISTER	DESTROY after three (3) calendar years.
PPA 14-14	<p>PAPER CHECKS & REMOTE-CAPTURE CHECKS</p> <p>Checks deposited with a bank by an operator through the regular deposit process or the digital remote-capture process.</p> <p>Retention based on IC 34-11-2-6</p>	<p>DESTROY paper upon receipt of deposit report from bank acknowledging the bank's acceptance. RETAIN digital image locally or through bank-provided access for six (6) years.</p>