



Township Trustee Retention Schedule (TT)
Indiana Commission on Public Records – County Records Management

DATE APPROVED BY THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS: January 21, 2015	DIRECTOR/STATE ARCHIVIST, INDIANA COMMISSION ON PUBLIC RECORDS <i>SIGNATURE</i>
<p>Instructions:</p> <ol style="list-style-type: none">1. Officials should first reference this office-specific retention schedule. If the form/record series you're looking for is not listed, refer to the County/Local General Retention Schedule (GEN).Nonpermanent records listed on this retention schedule may be destroyed, in accordance with the form's instructions, thirty (30) days after completion and submission of a Notice of Destruction, State Form 44905. The notice must be sent to the secretary of the county commission of public records as determined by IC 5-15-6-1(c) (county clerk or recorder) and to the Indiana Commission on Public Records, cty@icpr.IN.gov, 402 West Washington Street W472, Indianapolis, IN 46204.All permanent records or records not listed on these approved retention schedules 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 written approval from the Indiana Commission on Public Records.Destruction of all records must be delayed pursuant to an applicable legal hold. <p>GUIDELINES:</p> <p>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).</p> <p>Microfilmed records may be deposited or transferred according to the retention period outlined for that record.</p> <p>Security/original rolls of microfilm must be stored offsite in a secure location. Duplicate rolls may be used in office.</p> <p>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.</p> <p>Any STATE BOARD OF ACCOUNTS forms approved for use in lieu of prescribed forms are subject to the same retention requirements.</p>	

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RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
TT 10-1	BOND REGISTER Form 53	DESTROY after debt is retired, and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
TT 10-2	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. May microfilm according to 60 IAC 2 standards. Original may be retained in office or transferred to the Indiana State Archives pursuant to IC 5-15-6-6 at such time as original record no longer has official value but has historical value. If microfilmed, original may be destroyed upon receipt of written approval from the county commission of public records and Indiana Commission on Public Records.
TT 10-3	FINANCIAL STATEMENTS AND RECORDS Form 1C - Financial and Appropriation Record Form 14 - Trustee's General Record Form 80 - Claim Record - Dog Fund	PERMANENT. May microfilm according to 60 IAC 2 standards. Original may be retained in office or transferred to the Indiana State Archives pursuant to IC 5-15-6-6 at such time as original record no longer has official value but has historical value. If microfilmed, original may be destroyed upon receipt of written approval from the county commission of public records and Indiana Commission on Public Records.
TT 10-4	PAYROLL RECORDS Form 17 - Resolution Recommending Salaries of Township Officers and Employees.	PERMANENT. May microfilm according to 60 IAC 2 standards. Original may be retained in office or transferred to the Indiana State Archives pursuant to IC 5-15-6-6 at such time as original record no longer has official value but has historical value. If microfilmed, original may be destroyed upon receipt of written approval from the county commission of public records and Indiana Commission on Public Records.
TT 14-1	APPLICATIONS AND NOTICES May Include Township Forms: TA-1 – Application for Township Assistance TA-1A – Notice of Township Assistance Action TA-1B – Application for Additional or Continuing Township Assistance	DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.