

Indiana Association for College Admission Counseling Records Retention Policy

The Indiana Association for College Admission Counseling (IACAC) will maintain records necessary for legal, financial, and operational purposes, while minimizing office file and storage space requirements.

To achieve these objectives, the Records Retention Schedule Exhibit is hereby adopted along with the following guidelines:

- A retention period begins with the day the record is created.
- Records may be discarded or destroyed at any time following the retention period.
- Notwithstanding the scheduled retention years, documents may be retained for longer periods at the discretion of the Executive Committee.
- In the event IACAC receives notice of pending or actual litigation or governmental investigation, or if it appears reasonably foreseeable that such litigation or investigation may occur, the related records will be retained as advised by legal counsel.

This policy may be revised or amended as determined appropriate by the Executive Committee of IACAC.