



RECORDS RETENTION AND DISPOSITION SCHEDULE

Health, Department of. Environmental Public Health.

Agency: Environmental Public Health		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	80-695	RESIDENTIAL ON-SITE SEWAGE SYSTEMS GENERAL CORRESPONDENCE AND FIELD REPORTS This file contains general correspondence, field reports and soil evaluation reports. Copies are sent to local health departments.	DESTROY after three (3) years.
2	2000-15	INJURY/DROWNING REPORTS This record consists of Information and statistics gathered and developed in order to determine if there are any safety problems at a particular public swimming pool and location. Retention based on IC 34-11-2-6, (2004 Edition)	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, five (5) years after the year of the report.
3	2007-01	AGRICULTURE LABOR CAMPS-APPLICATIONS FOR PERMITS, INSPECTION REPORTS AND RELATED MATERIAL Pursuant to 410 IAC 6-9-1 thru 410 IAC 6-9-6, November 26, 2008 Edition; operating requirements for these camps are listed. These facilities can change operating names, ownership and/or go out of business. No fees are required.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles on closure of the facility.
4	80-668	RURAL SANITATION, NUISANCE COMPLAINTS This files is arranged alphabetically by counties	DESTROY after three (3) years.
5	80-670	COUNTY ORDINANCES	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles when outdated or replaced.
6	80-673	APPLICATIONS, PLANS & SPECS FOR MOBILE HOME PARKS, CAMPGROUNDS AND RETREATS The State Department of Health maintains a copy of the approval letter submitted to the facility. A typical file also contains field inspection reports and the original application and any related correspondence. The field inspectors have these plans and specifications. If the feasibility passes inspection, a license is issued. The license is valid until any changes are requested. Enforcement issues are submitted to the Office of Legal Affairs of the State Department of Health.	TRANSFER plans and specifications to the appropriate county and city health department after the project approval. DESTROY the approval letter, technical data sheet and on-site soil survey five (5) years after the project approval.
7	80-677	PLANS AND SPECS FOR COMMERCIAL ON-SITE WASTEWATER DISPOSALS SERVING NON-STATE REGULATED FACILITIES County and city health departments will inspect these facilities to determine if they have been built according to the approved plans and specifications. The State Department of Health maintains a copy of the approval letter, technical data sheet and on-site soil survey for the facility.	TRANSFER plans and specifications to the appropriate county and city health department after the project approval. DESTROY the approval letter, technical data sheet, and the on-site soil survey five (5) years after the project approval.