RECORDS RETENTION AND DISPOSITION SCHEDULE

Transportation, Indiana Department of. Districts.

Agency: Districts		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION *(This Retention Schedule is approved on a space-available basis)*	RETENTION PERIOD
1	81-1448	**DRAWINGS AND MAPS**	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING, and WEEDING pursuant to archival principles, when outdated or replaced.
2	81-1321	**BENCHMARKS (CONTAINS ELEVATION INFORMATION AND LOCATION SURVEYS)** This series contains elevation information, location surveys.	DESTROY upon relinquishment or destruction of the highway.
3	81-1358	**ROADSIDE ENCROACHMENTS FILE** File includes correspondence, copies of deeds, relinquishment agreements, encroachment forms, junkyard violations, and billboard violations.	DESTROY upon settlement.
4	81-1398	**AS BUILT PLANS** These include plans of highway, road, and traffic contracts. They do not include bridge as-built plans, which are kept in the Department of Design.	MICROFILM according to 60 IAC on receipt, and DESTROY originals after verification of microfilm for completeness and legibility. TRANSFER original negative roll to the INDIANA ARCHIVES for permanent archival retention. TRANSFER duplicate roll to agency. DESTROY agency microfilm upon the relinquishment or destruction of the highway.
5	81-1401	**SUBSURFACE AND SOIL PROFILE INVESTIGATIONS** Investigation report.	DESTROY after three (3) years.
6	81-1405	**PROGRAM RECOMMENDATION FILES** A history of recommendations.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING, and WEEDING pursuant to archival principles, after ten (10) years.
7	81-1417	**ROAD AND SECTION FILES** Files contain the history, origin and correspondence on each road.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING, and WEEDING pursuant to archival principles, when outdated or replaced.
8	81-1424	**FIELD SURVEY BOOKS** Record of all survey work done on roadway section.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING, and WEEDING pursuant to archival principles, when outdated or replaced.
9	81-1426	**BIENNIAL INSPECTION REPORT ON DRAINAGE STRUCTURES OVER 20 FEET** Report on every structure inspected once every other year.	DESTROY after six (6) years.
10	81-1427	**BIENNIAL INSPECTION REPORT ON DRAINAGE STRUCTURES LESS THAN 20 FEET** Each structure inspected once every other year.	DESTROY after six (6) years.
11	81-1434	**REGIONAL PLANNING COMMISSION FILES**	DESTROY when outdated or replaced.
12	81-1437	**BRIDGE REPAIR FILES** History of repair work completed on each structure.	RETAIN for the life of the structure or until the roadway is relinquished.
13	81-1449	**WATER TEST REPORTS** Records of water tests for each well under jurisdiction of INDOT in the District.	DESTROY after five (5) years.
14	81-1450	**UNIT CENTERS FILE** Includes inspection reports, maps and drawings, correspondence, master plans, districts boundary lines, specifications, etc.; History of buildings and grounds locations.	DESTROY when the Indiana Department of Transportation no longer operates the property.
15	81-1454	**MISCELLANEOUS CALCULATIONS AND TESTING INFO** Roadway skid and roughness tests.	DESTROY when outdated or replaced.
16	81-1461	**CORE REPORTS** Record of core samples taken from new pavements.	DESTROY after five (5) years.
17	81-1462	**AGGREGATE SUPPLIERS STATUS REPORTS**	DESTROY when outdated or replaced.

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18	81-1464	**AGGREGATE INSPECTORS REPORTS** The Materials and Testing Division also has these reports for tests that they complete.	DESTROY upon completion of the contract.
19	81-1465	**ASPHALT SOURCE FILE** Producer source file.	DESTROY when outdated or replaced.
20	81-1466	**CONCRETE PLANT INSPECTION FILE** Record of concrete plant status.	DESTROY when outdated or replaced.
21	81-1467	**SKID RESISTANCE FILE**	DESTROY when outdated or replaced.
22	81-1468	**TILE AND PIPE TEST REPORTS**	DESTROY after five (5) years.
23	81-1469	**SOIL TESTS**	DESTROY after five (5) years.
24	81-1470	**MISCELLANEOUS REPORTS**	DESTROY after five (5) years.
25	81-1474	**DENSITY TESTS**	DESTROY after five (5) years.
26	81-1478	**ANNUAL AND BI-ANNUAL MATERIALS AND TESTS BUDGET FILES**	DESTROY after three (3) years.
27	81-1485	**PLASTIC AND LIQUID LIMIT TEST FILES**	DESTROY after five (5) years.
28	81-1486	**PROGRESS AND RECORD TEST FILES**	DESTROY after five (5) years.
29	81-1487	**TESTING EQUIPMENT FILES**	DESTROY when outdated or replaced.
30	81-1488	**LABORATORY GENERAL FILE** May include copies of inspection reports, correspondence, attendance records, calibration reports, status of material records, etc.	DESTROY after five (5) years.
31	81-1489	**DISTRICT AND STATE CERTIFICATIONS**	DESTROY upon receipt of a new certification.
32	81-1492	**LABORATORY REPORTS AND WORK SHEETS**	DESTROY after five (5) years.
33	81-1495	**ACCIDENT FILES - VEHICLES**	DESTROY after three (3) years.
34	81-1499	**TRAFFIC COUNTS AND STUDIES** This has traffic counts and all other traffic studies and is retained for history.	DESTROY after three (3) years.
35	81-1510	**MAPS AND DRAWINGS FILE** File has construction drawings, sign upgrading, city and county maps, prints on contracts.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING, and WEEDING pursuant to archival principles, when outdated or replaced.
36	81-1513	**TRAFFIC REGULATIONS** No passing zones, preferentiality, parking, no turn on red, signal timings, etc.	DESTROY when outdated or replaced.
37	81-1514	**CITY TRAFFIC SIGNAL FILES** All signals on State routes and signals that are interconnected to State signals.	DESTROY when outdated or replaced.
38	81-1515	**RURAL TRAFFIC SIGNAL FILES** Correspondence, old timing sheets, diagrams, plans, prints, etc.	DESTROY when outdated or replaced.
39	87-403	**INDOT VEHICLES DISPOSED OF UNDER STATE SURPLUS PROPERTY SALES** Files contain four (4) photographs, two (2) estimates of repair, one (1) copy of certificate of registration and police accident report for each damaged vehicle the INDOT attempts to sell at public auctions.	DESTROY after one (1) year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges and after SAMPLING by the Indiana Archives.
40	87-412	**BRIDGE MEASUREMENT REPORT SF 24317** Gives vertical and horizontal clearance of highway grade separations and truss-type bridges. Used for permits involving overwidth and overheight loads.	DESTROY after a change is made affecting bridge measurements.
41	87-413	**NOTICE OF SURVEYS - LAND IDENTIFICATIONS** Provides notice to landowners prior to entry of their property by INDOT personnel for the purpose of making a survey and investigation for a new INDOT project. Retention based on IC 8-13-2-12.2	DESTROY after project is completed.
42	87-415	**HAZARDOUS WASTE MATERIALS** Keeps up-to-date information concerning hazardous waste.	DESTROY when outdated or replaced.