



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Labor, Department of. Chief Counsel, Office of.

| Agency: Chief Counsel, Office of |               | Division:  |   |
|----------------------------------|---------------|--|---|
| ITEM NO.                         | RECORD SERIES | TITLE/DESCRIPTION<br>(This Retention Schedule is approved on a space-available basis)  | RETENTION PERIOD  |
| 1                                | 94-06         | <b>IOSHA LEGAL CASE FILES</b><br>These cases consist of decisions by the Board of Safety Review in Administrative Adjudication Act cases submitted by the Indiana Department of Labor-s Chief Counsel. A typical legal size folder consists of correspondence, notes, interrogatories, pleadings and any offers of settlement. Any formal, written settlement agreement signed by the alleged IOSHA violator is also included. Disclosure may be subject to IC 5-14-3-4(a)(4) and(b)(2), IC 22-8-1.1-24.1, and IC 22-8-1.1-48.4.<br>Retention based on IC 34-13-1-1. | TRANSFER to the RECORDS CENTER two (2) years after the year a Final Order is issued by the Board of Safety Review.<br>TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after an additional eight (8) years in the RECORDS CENTER. |