



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Health, Department of. Food Protection Program.

| Agency: Food Protection Program |               | Division:   |   |
|---------------------------------|---------------|---|---|
| ITEM NO.                        | RECORD SERIES | TITLE/DESCRIPTION<br><i>(This Retention Schedule is approved on a space-available basis)</i>  | RETENTION PERIOD  |
| 1                               | 83-941        | <p><b>DRUG COMPANY REGISTRATION FILE</b></p> <p>In accordance with IC 16-42-1-1 thru IC 16-42-1-34, 2004 Edition, a one (1) time registration is completed and submitted to the State Department of Health. This State Department of Health program assigns a computer registration number that is valid until or unless the company is no longer in business. No fee is required.</p>  | <p>DELETE the registration number from the computer when the STATE DEPARTMENT OF HEALTH is notified the company is no longer in business. TRANSFER paper registration documents to the INDIANA ARCHIVES, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after the STATE DEPARTMENT OF HEALTH is notified the company is no longer in business.</p>       |
| 2                               | 2006-25       | <p><b>SAMPLE AND COMPLAINT RECORDS</b></p> <p>These records document public complaints involving food and beverages. An analytical sample chain of custody is generated from the complaints. Also maintained are copies of food-borne illness outbreak documentation. Numerous state forms are used in compiling the documentation. Confidential, [IC 5-13-3-4(a)(1), (2005 Replacement)]; and [IC 16-41-8-1 thru IC 16-41-8-3, (2004 Edition and 2005 Supplement)]</p>   | <p>TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles three (3) calendar years after resolution of the complaint.</p>  |
| 3                               | 2006-26       | <p><b>FOOD EXPORT CERTIFICATES</b></p> <p>Pursuant to business necessity and courtesy, food exporters receive an instructional memo and an export certificate from the State Department of Health. Affidavits are submitted to the State Department of Health that state the exported product(s) meet the requirements of state or federal statutes. One (1) copy of the export certificate is maintained. No fee is required.</p>  | <p>DESTROY three (3) calendar years after the end of the year in which the certificate was issued.</p>  |
| 4                               | 2006-27       | <p><b>ESTABLISHMENT FILES</b></p> <p>In accordance with 410 IAC 7-21-51(b) and 410 IAC 7-24-107, 2005 Edition, wholesale and retail food establishments shall register with the State Department of Health. A typical file may contain inspection reports, memos, food embargo information, disposition sheets, correspondence and photographs. Food establishments on state-owned property such as Department of Natural Resources properties, Department of Correction facilities or FSSA institutions are also included. According to the Food Protection Program within the State Department of Health, a long retention is needed to verify enforcement or compliance with registration and inspection. Files are arranged alphabetically by firm name. Public records open to inspection and copying.</p> | <p>TRANSFER to the RECORDS CENTER five (5) calendar years after the latest inspection year. TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after an additional five (5) years in the RECORDS CENTER. TOTAL RETENTION prior to INDIANA ARCHIVES TRANSFER: TEN (10) calendar years after the latest inspection year.</p> |
| 5                               | 2006-28       | <p><b>OUT-OF-BUSINESS FILES</b></p> <p>These consist of formerly registered wholesale and retail establishments no longer in business. The Food Protection Program may learn of this via an inspection or notification from the business. An out-of-business firm has the potential to become an active establishment again. Records are maintained separately from other establishment files and arranged alphabetically. Public records open to inspection and copying.</p>   | <p>TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles five (5) calendar years after the end of the year in which the company is no longer in business.</p>   |
| 6                               | 2006-29       | <p><b>REQUEST FOR LEGAL ADVICE</b></p> <p>The file consists of queries to and replies from the Office of Legal Affairs of the State Department of Health on legal issues by the Food Protection Program. Confidential, [IC 5-14-3-4(a)(1), (2005 Replacement)]; [IC 34-46-3-1(1), (2004 Edition)], and Confidential at the discretion of a public agency; [IC 5-14-3-4(b0)(2), (2005 Replacement)]</p>  | <p>TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after four (4) calendar years.</p>   |

Approved by the Indiana Oversight Committee on Public Records

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| 7  | 2006-30 | <b>FOOD ESTABLISHMENT PLAN REVIEW</b><br>Plans for state food service facilities are submitted to the Food Protection Program for evaluation and comparison to statutes and administrative rules on food. These are plans for food service facility construction on state-owned property.  | DESTROY three (3) calendar years after completion of the construction.   |
| 8  | 2006-31 | <b>RETAIL AND WHOLESALE COUNTY FILES</b><br>Typical files contain information specific to a particular county and local health departments in that county, such as training, city and county ordinances, plan reviews, surveys and health standards. State Form Number 44221 and/or State Form Number 51513 may be present. Public records open to inspection and copying.                                       | TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after five (5) calendar years. |
| 9  | 2006-32 | <b>STANDARDIZATION FILES</b><br>This includes documentation for the standardization of local health department retail food inspectors, There is no written examination at the completion of the program but persons enrolled are expected to demonstrate competence to interpret and apply 410 IAC 7-24, 2005 Edition. Files are arranged alphabetically by the person's name. Numerous state forms are present. | DESTROY five (5) calendar years after the end of the year of program completion.   |
| 10 | 81-457  | <b>REQUISITIONS</b><br>These are duplicate copies of original records maintained by the Finance Division of the State Department of Health.  | DESTROY after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.                                 |
| 11 | 83-953  | <b>QUARTERLY PERFORMANCE OBJECTIVES REPORT</b><br>The quarterly reports are submitted to the Division Director and become an annual Division report.   | DESTROY two (2) calendar years after the year of the reports.  |
| 12 | 83-959  | <b>ASSOCIATION FILE</b><br>This is a reference file that includes newsletters, reports, agendas, memos, correspondence and pamphlets from various associations, such as the Indiana Environmental Health Association and the Indiana Public Health Association.  | DESTROY when outdated or replaced.   |