



RECORDS RETENTION AND DISPOSITION SCHEDULE

Administration, Department of. Public Works Division.

Agency: Public Works Division		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	80-1003	HISTORICAL DATA SUMMARY The Public Works Division compiles and maintains the historical data for each building which has been constructed and is now in use by the state of Indiana. Records may include: proposals, funding and contract history, architect, engineer and contractor information, correspondences, copies of drawings, plans, specifications, change orders, alterations and repairs, property maps, chemical and environmental testing reports, and other supporting historical information required per IC 4-13-13-1. THIS IS A CRITICAL RECORD.	Upon closure of each project and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges, TRANSFER one copy of project records to the INDIANA ARCHIVES for EVALUATION, SAMPLING and WEEDING pursuant to archival principles. TRANSFER originals to site owners to act as their agency copy under RS GRHIS-1. MAINTAIN property records in DAPW researchable archive until decommission/disposition of the property, then TRANSFER complete property record to the INDIANA ARCHIVES for EVALUATION, SAMPLING, and WEEDING pursuant to archival principles.
2	80-1751	DESIGNER AND CONTRACTOR CERTIFICATION RECORDS Files containing correspondence between the DAPW Certifications Board and applicants, certificates of qualification, checklists and applications, lists of licensed professionals, contact information, and other associated documents.	DESTROY ten (10) years after certification expires.