



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Administration, Department of. Public Works Division.

| Agency: Public Works Division |               | Division:  |  |
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| ITEM NO.                      | RECORD SERIES | TITLE/DESCRIPTION<br><i>(This Retention Schedule is approved on a space-available basis)</i>   | RETENTION PERIOD   |
| 1                             | 85-136        | <b>STATE FACILITY CONSTRUCTION SPECIFICATIONS</b><br>8 1/2" x 11" books which tell contractors how a job must be done, i.e., starting and finishing times, information about legal requirements; arranged by project number. (Formerly R.S. 80-632, #82-578, and #83-802.) | MICROFILM hard copy after contract is signed. TRANSFER hard copy to the state facility/institution two (2) years after substantial completion date of project. TRANSFER original microfilm to the Indiana Archives. RETAIN duplicate microfilm in the Public Works Division until the state facility/ institution is no longer owned by or operated by the State of Indiana. |
| 2                             | 80-1002       | <b>TYPING FILES</b><br>Record of clerk's time allocated to given projects.   | DESTROY after two (2) years.   |
| 3                             | 80-1003       | <b>HISTORICAL DATA SUMMARY</b><br>Pursuant to IC 4-13-13-1, the Public Works Division shall compile and maintain the historical data for each building which has been constructed and is now in use by the State of Indiana.   | MICROFILM & DESTROY ORIGINALS. DESTROY microfilm upon destruction of the building, and after EVALUATION by the Indiana Archives.   |
| 4                             | 80-1751       | <b>PREQUALIFICATION CERTIFICATION CONTRACTORS</b><br>Booklet type form giving background information pertaining to contractors, including audited financial statements of the contractors.   | TRANSFER to the RECORDS CENTER after two (2) years. DESTROY in the Records Center after six (6) years. TOTAL RETENTION: Eight (8) years.   |
| 5                             | 80-1752       | <b>PREQUALIFICATION CERTIFICATION DESIGNERS</b><br>Booklet type form giving background information pertaining to designers.  | TRANSFER to the RECORDS CENTER after two (2) years. DESTROY in the Records Center after six (6) years. TOTAL RETENTION: Eight (8) years.   |
| 6                             | 80-998        | <b>MINUTES - PREQUALIFICATION BOARD</b><br>Official minutes. Some have been microfilmed.   | TRANSFER to the Indiana Archives, after five (5) years.  |
| 7                             | 81-1219       | <b>PURCHASE ORDERS-CLOSED FILES</b><br>Payment record of contractors and designers.  | TRANSFER to the RECORDS CENTER five (5) years after final payment date. DESTROY after five (5) years in the Records Center. TOTAL RETENTION: Ten (10) years.   |
| 8                             | 81-1220       | <b>RECORD OF COAL AND WATER TEST</b><br>Record lists date, time source of sample, initial of engineer, chemistry and treatment.  | DESTROY after two (2) years.   |
| 9                             | 81-1222       | <b>CONTRACTORS AND DESIGNERS ROLL-A-DEX ADDRESS AND TELEPHONE NUMBER FILE</b>  | DESTROY when the firm goes out of business.  |
| 10                            | 81-1223       | <b>BID REPORT AND LETTER OF ACCEPTANCE FILE</b><br>Duplicate of the Project Files or Requisitions File. Used for cross-referencing and filed according to agency or institution.   | DESTROY after two (2) fiscal years.  |
| 11                            | 81-1224       | <b>PURCHASE ORDER ENCUMBRANCE BOOK</b><br>List of all purchase orders written each fiscal year for contractors and designers.  | DESTROY after ten (10) fiscal years.   |
| 12                            | 81-1225       | <b>CONSTRUCTION CONTRACT STATUS BOOKS</b><br>Record of all construction contracts issued by Public Works stating any problems during the course of signatures; also records all insurance submitted on a particular project if insurance is required.                      | DESTROY after ten (10) fiscal years.   |
| 13                            | 81-1226       | <b>REQUISITION STATUS BOOK</b><br>Listing of all requisitions received by the Public Works Division for each fiscal year.  | TRANSFER to the RECORDS CENTER after three (3) years. DESTROY in the Records Center after seven (7) years. TOTAL RETENTION: Ten (10) years.  |
| 14                            | 81-1227       | <b>PROJECT CARD FILE-ACTIVE</b>  | TRANSFER to the PROJECT CARD FILE-INACTIVE when the project is completed.  |
| 15                            | 81-1228       | <b>PROJECT CARD FILE-INACTIVE</b>  | DESTROY after ten (10) years.  |

Approved by the Indiana Oversight Committee on Public Records

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| 16 | 81-1229 | <b>DESIGNER CONTRACT STATUS BOOK</b><br>Record of all design contracts during the signature stages.  | DESTROY after ten (10) fiscal years.   |
| 17 | 81-1230 | <b>FISCAL REPORT FILES FOR CONSTRUCTION CONTRACTS AND LETTER OF ACCEPTANCE</b><br>Project allocation and actual project cost logged according to department. Used as part of the annual report.  | DESTROY after the annual report is prepared.   |
| 18 | 81-1233 | <b>CHANGE ORDER STATUS BOOKS</b><br>Log of any change order issued on any contract by the Public Works Division.   | DESTROY after ten (10) fiscal years.   |
| 19 | 81-1234 | <b>CONTRACT STATUS BOOK FOR EASEMENTS, UTILITY CONTRACTS, SEWER TAP-ONS ETC.</b><br>Log of various types of contracts over and above the regular design and construction contracts.  | DESTROY after ten (10) years.  |
| 20 | 81-1235 | <b>CONTRACTOR'S WORK CLASSIFICATION BOOKS</b><br>Log of contractors according to work expertise that are interested in performing state work.  | DESTROY after update is received.  |
| 21 | 81-1236 | <b>CONTRACTORS PREQUAL BOOKS</b><br>Copy of valid prequalification certificates, filed alphabetically according to the name of the firm. Used to check bids before bid openings and easy reference on prequalified firms. Originals of the PQ Certificates are located in the Prequalification Certification--Contractors files (R.S. #80-1751). | DESTROY once the contractor certificate expires.   |
| 22 | 81-1237 | <b>DESIGNERS PREQUAL BOOK</b><br>Copy of valid prequalification certificates. Used as a reference file by the Division Director and filed alphabetically according to the firm's name. Originals of the prequalification certificates are located in the Prequalification Certification-Designers files.   | DESTROY once the designer certificate expires.   |
| 23 | 81-1238 | <b>ATTENDANCE RECORDS</b><br>Duplicate record with the original located with the payroll clerk.  | DESTROY after one (1) year.  |
| 24 | 81-1240 | <b>FORMS FILE-INACTIVE</b><br>A file of forms no longer used in the Public Works Division.   | DESTROY after five (5) years provided that the FORMS MANAGEMENT DIVISION, ARCHIVES AND RECORDS ADMINISTRATION, has a complete set. |
| 25 | 81-1241 | <b>RECORD CENTER FILE</b><br>List of all documents sent to the Records Center listing destruction dates.   | DESTROY after ten (10) years.  |
| 26 | 81-1242 | <b>PAYMENT LOG BOOKS</b><br>Logged according to Purchase Order series and indicates where the payment request is.  | DESTROY when payment request has been paid by the Auditor's Office.  |
| 27 | 81-1243 | <b>TRANSMITTALS OF PAYMENT REQUESTS TO AUDITORS</b>  | DESTROY after annual report has been prepared.   |
| 28 | 81-1246 | <b>BUDGET TRANSMITTAL FILE</b><br>Record of all requisition, projects, change orders, purchase orders, etc. sent to the Budget Agency for approval of funds.   | DESTROY after two (2) years.   |
| 29 | 81-1247 | <b>GOVERNOR'S OFFICE TRANSMITTAL FILE</b>  | DESTROY after one (1) year.  |
| 30 | 81-1250 | <b>TRAVEL VOUCHER FILE</b><br>Copy of all travel vouchers of employees in the Public Works Division who have used state vehicles.  | DESTROY after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.                               |
| 31 | 81-1251 | <b>DEPARTMENT &amp; ATTY GENERAL'S CONTRACT TRANSMITTAL FILE</b>   | DESTROY one (1) year from date on the transmittal.   |
| 32 | 81-1252 | <b>DEPT. &amp; ATTY. GENERAL'S CHANGE ORDER TRANSMITTAL FILE</b>   | DESTROY one (1) year from date on the transmittal  |
| 33 | 81-1253 | <b>BID DATE SET BOOK</b><br>Lists all bids during fiscal year.   | DESTROY after one (1) fiscal year.   |
| 34 | 81-1254 | <b>WAGE SCALE RECORD BOOK</b>  | DESTROY after two (2) years.   |
| 35 | 81-1255 | <b>BID TABULATION BOOK</b><br>Copy of all bid tabulations for a fiscal year. Original is part of the Project Files or Requisition Files .  | DESTROY after one (1) fiscal year.   |

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| 36 | 81-1256 | <b>STATIONERY ORDER FILE</b><br>Copies of all stationery orders of the Public Works Division.  | DESTROY after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.   |
| 37 | 81-1257 | <b>PROJECT STATUS REPORT FILES</b><br>Report on projects under design or construction as reported by the project manager.  | DESTROY after one (1) year.  |
| 38 | 83-1189 | <b>REPORT OF CONSTRUCTION CONTRACTS BY INDIANA GOVERNMENTAL UNITS</b><br>Duplicate report of all construction/ design contracts done for the State through Public Works Division; original is sent to Department of Revenue, Corporations Section is to be compared to tax returns; arranged chronologically by month. | DESTROY at the end of the calendar year.   |
| 39 | 83-1190 | <b>MISCELLANEOUS CORRESPONDENCE FILE</b><br>Contains correspondence pertaining to any agency or institution that isn't related to any current project or requisition; arranged by institution or agency number.  | DESTROY after ten (10) years.  |
| 40 | 83-388  | <b>ANNUAL REPORT</b>   | TRANSFER to the Indiana Archives, after five (5) years.  |
| 41 | 83-92   | <b>PURCHASE ORDERS - OPEN FILES</b><br>All purchase orders with unpaid balances. Records transferred to CLOSED FILES (R.S. #81-1219).  | TRANSFER to PURCHASE ORDERS CLOSED FILES after cancellation or after final payment is made by the Auditor's office.  |
| 42 | 83-93   | <b>CONTRACTORS CARD FILE</b><br>Lists contractor's name, project number and amount, and short description of the project; arranged alphabetically. (Formerly R.S. #80-1001)  | DESTROY if there are no projects let to a contractor for five (5) years.   |
| 43 | 83-95   | <b>ADVICE OF CHANGE BOOK</b><br>Log for PWD use only, showing when advice of change goes to the Auditor of State and when it is returned to the Public Works Division. The actual Advice of Change form is kept with the purchase order. This logbook is used for tracking purposes only.                              | DESTROY after one (1) fiscal year.   |
| 44 | 83-98   | <b>AUTOMOBILE RECORD BOOK</b><br>List information such as miles traveled per month, any repair work individual assigned to care, etc.  | DESTROY after two (2) fiscal years, and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.   |
| 45 | 83-99   | <b>INVENTORY FILE</b><br>List of all equipment and materials purchased by the Public Works Division.   | DESTROY after update is received and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.  |
| 46 | 85-137  | <b>STATE FACILITY CONSTRUCTION PLANS</b><br>Consists of blueprints and sepias, usually oversized; arranged by project number. (Formerly R.S. 80-632, #82-578, and #83-802.)  | MICROFILM hard copy after contract is signed. TRANSFER hard copy to the state facility/institution two (2) years after substantial completion date of project. TRANSFER original microfilm to the Indiana Archives. RETAIN duplicate microfilm in the Public Works Division until the facility/institution is no longer owned or operated by the State of Indiana. |
| 47 | 85-140  | <b>SHOP DRAWINGS</b><br>(Formerly R.s. #83-96 & #81-1244)  | TRANSFER to the state facility/institution involved after approval by the Public Works Division.   |
| 48 | 85-141  | <b>MAINTENANCE MANUALS</b><br>Maintenance manuals are submitted to the Public Works Division and agency involved from various contractors. (Formerly R.S. #83-97 & #81-1245)   | TRANSFER to the state facility/institution upon receipt.   |
| 49 | 86-355  | <b>PROJECT FILES</b><br>A project is work performed for \$25,000 and over. File consists of bids, contracts, bid reports, publisher's claims, receipts, etc. Retention based on IC 34-4-16-1.1<br><br>(Formerly R.S. #85-138, #80-635, #80-636 & #82-728)  | MICROFILM hard copies after bid is awarded. DESTROY hard copies after two (2) fiscal years after final payment date. DESTROY microfilm after an additional thirteen (13) years. TOTAL RETENTION: Fifteen (15) years.   |

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| 50 | 86-356 | <b>REQUISITION FILES</b><br>Requisitions are for work performed for up to \$25,000.<br>(Formerly R>S. #85-139, #83-91 & #80-997)<br><br>15 year retention based on IC 34-4-16-1.1 | MICROFILM hard copies after bid is awarded.<br>DESTROY hard copies after two (2) fiscal<br>years after final payment date. DESTROY<br>microfilm after an additional thirteen (13)<br>years. TOTAL RETENTION: Fifteen (15) years. |
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