



RECORDS RETENTION AND DISPOSITION SCHEDULE

Health, Department of. Weights And Measures.

Agency: Weights And Measures		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	81-1008	GASOLINE PUMP TEST REPORT	DESTROY after three (3) calendar years
2	81-1009	GENERAL INSPECTION REPORT The record of small scale inspection.	DESTROY after three (3) calendar years.
3	81-1010	METER AND VEHICLE TANK COMPARTMENT TESTS Records of tests of liquid fuel and vehicle tank compartment tests conducted.	DESTROY after three (3) calendar years.
4	81-1011	LPG METER TEST REPORT Test reports of meters mounted on trucks.	DESTROY after three (3) calendar years.
5	81-1012	STATE POLICE SCALES Retention based on IC 34-11-2-7 (2004 Edition).	DESTROY six (6) calendar years after the year of the latest inspection report.
6	81-1013	LARGE CAPACITY SCALE TEST REPORT	DESTROY after three (3) calendar years.
7	81-1017	LIVESTOCK SCALE TEST REPORT	DESTROY after three (3) calendar years.
8	81-1020	WEIGHMASTER APPLICATIONS AND CERTIFICATES This record contains the certification of the weighmaster, the oath of office and an application for appointment as a certified weighmaster. pursuant to 410 IAC 12-1-6(b), May 20, 2009 Update, "Unless sooner revoked or canceled, each certificate of appointment as State weighmaster shall automatically expire four (4) years after the date of its issuance." Retention based on 410 IAC 12-1-6b), (May 20, 2009 Update)	TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles; four (4) calendar years after the certificate of appointment expires.
9	81-1024	SANITARY BEDDING LABORATORY REPORTS The sample collection report of laboratory analysis of bedding materials is submitted for examinations.	DESTROY after two (2) calendar years.
10	81-1029	SANITARY BEDDING RETAIL INSPECTIONS -RETAIL STORE OUTLETS	DESTROY after two (2) calendar years.
11	81-1030	LABORATORY TESTS AND INSPECTIONS File includes worksheets, laboratory calibrations and tests, and certified test reports from the Weights and Measures Metrology Lab.	DESTROY after three (3) calendar years.
12	81-1031	MILK MARKETING REPORTS The file has farm milk tank test reports.	DESTROY after three (3) calendar years.