



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Transportation, Indiana Department of. Operations.

Agency: Operations		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	83-602	<b>PERMITS FILE</b> File for granted permits for oversize/overweight objects, mobile homes, mobile home annuals, toll road annuals, driveways, cut road, pole lines, and miscellaneous activities.	DELETE after ten (10) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
2	83-644	<b>STATE BOARD OF HEALTH REPORTS (COPIES)</b> Copies of reports done by the State Department of Health on water quality in INDOT facilities. This section quarterly mails one (1) copy to the U.S. Environmental Protection Agency and retains a copy. Original is maintained by the State Department of Health.	DESTROY after one (1) year.
3	83-645	<b>LANDSCAPE PROJECTS FILE</b> Contains landscaping research, rest park background information, and other information relating to a landscape project.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING, and WEEDING pursuant to archival principles, after the project is completed.
4	83-687	<b>ROAD AND SECTION INFORMATION</b> Special file developed for litigation reference purposes on each road. Shows when a road was taken into the highway system, when maintenance work was begun, etc. Information spans the period from July 1, 1936 to 1967.	MICROFILM according to 60 IAC 2. TRANSFER original negative roll to the INDIANA ARCHIVES for permanent archival retention. DESTROY hard copies upon termination of the Department of Transportation or its successor.
5	83-688	<b>ROAD AND SECTION CARD FILE</b> Card file developed in 1965 for quick reference for state road information. File includes information such as road length, ownership date, date of maintenance, etc. File used for research, to answer maintenance questions, and for litigation purposes.	MICROFILM according to 60 IAC 2. TRANSFER original negative roll to the INDIANA ARCHIVES for permanent archival retention. DESTROY hard copies upon termination of the Department of Transportation or its successor.
6	83-690	<b>LIMITED ACCESS BOOKS</b> Books detail anything that affects limited access control to roads.	MICROFILM according to 60 IAC 2. TRANSFER original negative roll to the INDIANA ARCHIVES for permanent archival retention. DESTROY hard copies upon termination of the Department of Transportation or its successor.
7	83-691	<b>COMPLAINTS FILE - ACTIVE</b> Whenever a complaint on a road or bridge is received, a report of roadway deficiency is completed and relayed to Districts. Sub-districts investigate and recommend and/or complete action. Report returned to this section to indicate action has been taken.	DESTROY two (2) years after completion of the complaint action or resolution of the complaint.
8	83-693	<b>MAJOR PROBLEMS FILE</b> If certain complaints concern possible litigation, or present recurring or difficult problems, they are removed from the Complaints File (RS 83-691) and placed in this file for longer retention.	DESTROY after ten (10) years.
9	83-701	<b>MAP FILES</b> Includes maps of state, Districts, Sub-districts, posted bridges, mileage, cities and towns in mylar, copy and negative forms.	TRANSFER Mylar maps to the INDIANA ARCHIVES for permanent archival retention when outdated or replaced. DESTROY copies and negatives when outdated or replaced.
10	83-702	<b>BRIDGE MEASUREMENT REPORTS</b> M232A forms. Districts complete whenever bridge measurements, concerning vertical and horizontal clearances, change.	DESTROY ten (10) years after measurements have been outdated or replaced.
11	83-703	<b>INVENTORY OF BRIDGES</b> Prepared annually by INDOT's Bridge Design section.	DESTROY after ten (10) years.

12	83-704	<b>TABULATION OF AWARDS</b> Monthly report from INDOT's Construction Division. Road descriptions from tabulations are important in drafting maps.	DESTROY after ten (10) years.
13	83-705	<b>WORKING FILE</b> Information used to compile maps.	DESTROY after next map draft is completed.
14	87-180	<b>DISTRICT ROAD LOGS - 6</b> Shows miles of road with characteristics of the road noted.	MICROFILM according to 60 IAC 2. TRANSFER original negative roll to the INDIANA ARCHIVES for permanent archival retention. DESTROY hard copies upon termination of the Department of Transportation or its successor.
15	87-181	<b>AGREEMENTS - CITIES OVER 3500 POPULATION</b> Reference file for the maintenance responsibility of highways routed thru incorporated cities having a population over 3500. Retention based on IC 8-13-4-2	MICROFILM according to 60 IAC 2. TRANSFER original negative roll to the INDIANA ARCHIVES for permanent archival retention. DESTROY hard copies upon termination of the Department of Transportation or its successor.
16	87-182	<b>ROAD RELINQUISHMENTS</b> Verifies and certifies all roads relinquished to counties, cities, and towns.	MICROFILM according to 60 IAC 2. TRANSFER original negative roll to the INDIANA ARCHIVES for permanent archival retention. DESTROY hard copies upon termination of the Department of Transportation or its successor.
17	87-183	<b>LIMITED ACCESS RESOLUTION</b> Provides documentation for limited access control for ingress and egress, permits for cuts into pavement and/or rights-of-way in accordance with IC 8-11-1-1. Used in conjunction with permits and various departments within the agency. Most complete documentation.	MICROFILM according to 60 IAC 2. TRANSFER original negative roll to the INDIANA ARCHIVES for permanent archival retention. DESTROY hard copies upon termination of the Department of Transportation or its successor.
18	87-185	<b>DEPARTMENT OF CORRECTION FILE SF 35692</b> Records of work performed by the Department of Correction for INDOT.	TRANSFER to the INDIANA ARCHIVES after three (3) years for EVALUATION, SAMPLING or WEEDING pursuant to archival principles.