



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Labor, Department of. Quality Metrics And Statistics.

Agency: Quality Metrics And Statistics		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	80-1820	<b>ANNUAL SURVEY</b> Collects occupational injury and illness data covering a calendar year; information is also entered into a computer system. May include SF 34401, Indiana Worker's Compensation First Report of Employee Injury, Illness. Disclosure may be affected by IC 4-1-10 and IC 5-14-3-4. Retention consistent with 29 CFR 1904.33(a).	TRANSFER hard copies to the RECORDS CENTER after data entry. DESTROY in the RECORDS CENTER six (6) years after the container date (end of the year covered in the survey).
2	95-34	<b>FATALITY FOLDER</b> This folder was created to respond to inquiries on the source, cause and frequency of fatal industrial accidents. A typical folder could contain a copy of a death certificate, newspaper articles, autopsy reports, employer and employee names(s), Social Security Number and copies of IOSHA accident reports. Disclosure of these records may be subject to IC 4-1-10-1, IC 5-14-3-4(a)(3) and (9) and IC 5-14-3-4(b)(6)(10) and (11). Retention period based on agency research needs.	TRANSFER to the RECORDS CENTER after data entry. DESTROY twenty-one (21) years after the container date (end of the year of fatality).