



RECORDS RETENTION AND DISPOSITION SCHEDULE

Integrated Public Safety Commission

Agency: Integrated Public Safety Commission		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	2003-22	<p>PROJECT HOOSIER SAFE-T COMMUNICATIONS SITE FILES</p> <p>Files contain correspondence, plans, specifications, user guides, and related information regarding individual communications towers established as part of the Project Hoosier SAFE-T system, which is intended to connect public safety agencies at all levels of government across the state of Indiana.</p> <p>Partially confidential based on IC 5-14-3-4 (b) (19) (I), 2003 Supplement.</p>	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING and WEEDING pursuant to archival principles, five (5) years after destruction or decommissioning of communications tower. INDICATE CONFIDENTIAL INFORMATION with each transfer.
2	2003-23	<p>MEMORANDA OF UNDERSTANDING WITH USERS OF THE PROJECT SAFE-T SYSTEM</p> <p>Contains rules of use and other information about Project Hoosier SAFE-T, to be signed by agencies and localities who make use of the communications system.</p>	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING and WEEDING pursuant to archival principles, five (5) years after MOU has expired without having been renewed.
3	2003-24	<p>GOVERNOR'S SUMMIT INFORMATION FILES</p> <p>Files contain agenda, correspondence, duplicates of related expenditure receipts, and other general information about Governor's Summits held to familiarize potential project participants and other interested parties with the goals and progress of Project Hoosier SAFE-T.</p>	DESTROY after five (5) years.
4	2013-05	<p>CAD SERVER DATA</p> <p>Computer Aided Dispatch (CAD) tracks calls for emergency services, disposition of these calls, and all related transactions/queries and history, including Auto Vehicle Location (AVL) data. Retention based on 240 IAC 5-1-2 plus administrative need.</p>	DELETE/DESTROY after three (3) years.