



RECORDS RETENTION AND DISPOSITION SCHEDULE

Ports of Indiana

Agency: Ports of Indiana		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	83-1419	<p>VESSEL LOG (DAILY TRAFFIC REPORT)</p> <p>The Daily Traffic Report lists stevedore, vessel, flag, cargo stored at, gross registered ton, tons loaded/unloaded, arrival of date/time, departure date/time, wharfage charge, total charge, and invoice date-time. In January, 1983 the Daily Traffic Report was replaced by the Vessel Log, which lists date in, time in, berth number, vessel name, barge number, tonnage in (foreign or domestic), commodity inbound, date out, time out, tonnage out (foreign or domestic), commodity outbound, origin/designation, B/L received, Agent/Remarks and bill date.</p>	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING and WEEDING pursuant to archival principles, after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
2	84-79	<p>AS-BUILT DRAWINGS</p> <p>Drawings are mylar or vellum drawings that show the final plans for construction within the various ports. These drawings are of harbors, roads, railroads, buildings, docks, utilities, and any tenant structure.</p>	MICROFILM according to 60 IAC 2 upon completion of construction. TRANSFER original microfilm and original drawings to the INDIANA ARCHIVES for EVALUATION, SAMPLING and WEEDING pursuant to archival principles. TRANSFER duplicate microfilm to agency. DESTROY agency microfilm after fifty (50) years.
3	84-81	<p>SPECIFICATIONS</p> <p>Specification books for all construction performed within the various ports.</p>	MICROFILM according to 60 IAC 2 upon completion of the construction. DESTROY hard copies after verification of microfilm for completeness and legibility. TRANSFER original negative to the INDIANA ARCHIVES for permanent archival retention. TRANSFER two (2) copies of microfilm to agency: one to central office and one to port facility. DESTROY duplicate microfilm after fifty (50) years.