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<tr>
<th>ITEM NO.</th>
<th>RECORD SERIES</th>
<th>TITLE/DESCRIPTION</th>
<th>RETENTION PERIOD</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>83-1271</td>
<td>CLASS I, II, AND III RAILROAD COMPANY ANNUAL REPORTS</td>
<td>IMAGE any hard copies according to IARA imaging standards. After verification of electronic records for completeness and legibility, DESTROY hard copies and TRANSFER one copy of electronic records along with an index to the IAC, in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles. MAINTAIN agency copy of electronic records permanently for agency reference use.</td>
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<td>2</td>
<td>87-204</td>
<td>ACCIDENT REPORTS</td>
<td>IMAGE any hard copies according to IARA imaging standards. After verification of electronic records for completeness and legibility, DESTROY hard copies and TRANSFER one copy of electronic records along with an index to the IAC, in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles. MAINTAIN agency copy of electronic records permanently for agency reference use.</td>
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<td>3</td>
<td>2009-03</td>
<td>APPLICATION FOR CONSTRUCTION WITHIN A NOISE SENSITIVE AREA, INDOT FORM 101</td>
<td>IMAGE any hard copies according to IARA imaging standards. After verification of electronic records for completeness and legibility, DESTROY hard copies and TRANSFER one copy of electronic records along with an index to the IAC, in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles. MAINTAIN agency copy of electronic records permanently for agency reference use.</td>
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<td>4</td>
<td>83-1294</td>
<td>MASTER PLANS &amp; AIRPORT LAYOUT PLANS (AIP)</td>
<td>IMAGE according to IARA imaging standards. After verification of electronic records for completeness and legibility, TRANSFER one copy of electronic records along with an index to the IAC, in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles. MAINTAIN hard copy and agency copy of electronic records permanently in agency for reference use.</td>
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| 5    | 83-1296| **CLOSED AIRPORT GRANTS**  
Federal Aviation Administration (AIP) and State matching Grants for Airports in the State of Indiana. Retention based on IC 34-13-1-1.   | IMAGE any hard copies according to IARA imaging standards. After verification of electronic records for completeness and legibility, DESTROY hard copies and TRANSFER one copy of electronic records along with an index to the INDIANA ARCHIVES, in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles. MAINTAIN agency copy of electronic records permanently for agency reference use. |
| 6    | 83-1304| **PUBLIC USE AIRPORT FILES**  
Information specific to establishment, abandonment, or compliance for a public-use airport in the State of Indiana.                                                                                           | IMAGE any hard copies according to IARA imaging standards. After verification of electronic records for completeness and legibility, DESTROY hard copies and TRANSFER one copy of electronic records along with an index to the INDIANA ARCHIVES, in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles. MAINTAIN agency copy of electronic records permanently for agency reference use. |
| 7    | 83-1305| **PRIVATE USE AIRPORT FILES**  
Information specific to establishment, abandonment, or compliance for a private-use airport in the State of Indiana.                                                                                        | IMAGE any hard copies according to IARA imaging standards. After verification of electronic records for completeness and legibility, DESTROY hard copies and TRANSFER one copy of electronic records along with an index to the INDIANA ARCHIVES, in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles. MAINTAIN agency copy of electronic records permanently for agency reference use. |
| 8    | 83-1314| **AS BUILT AIRPORT RECORDS AND DRAWINGS**  
Permanent record of construction on an airport in the State of Indiana. Includes: Federal Aid Airport Program, Development Aid Program, and Airport Improvement Program (AIP) Projects.                          | IMAGE any hard copies according to IARA imaging standards. After verification of electronic records for completeness and legibility, DESTROY hard copies and TRANSFER one copy of electronic records along with an index to the INDIANA ARCHIVES, in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles. MAINTAIN agency copy of electronic records permanently for agency reference use. |
| 9    | 87-203 | **INSPECTION REPORTS AND INVENTORY FILE**  
This Office in the Multi-Modal Planning and Policy Division has employees performing all required inspections of freight-only grade crossings in this state. This file also includes crossing locations. The Federal Railroad Administration (FRA) mandates these inspections, and they are uploaded to the FRA database. This record is received electronically. | MAINTAIN electronic records permanently for agency reference use.                                                                                 |
| 10   | 87-206 | **RAILROAD POLICE COMMISSIONS**  
A ten-dollar ($10.00) filing fee, bond, and references are required. A Commission by the Indiana Department of Transportation is good until a policeman is dismissed, deceased, retired or resigns.  | IMAGE any hard copies according to IARA imaging standards and DESTROY hard copies after verification of electronic records for completeness and legibility. MAINTAIN electronic records permanently for agency reference use. |

Approved by the Indiana Oversight Committee on Public Records

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| **INDUSTRIAL RAIL SERVICE FUND LOANS**  
The goal of this program is to provide access to capital for qualified railroads and local port authorities that operate as a railroad, pursuant to IC 8-10-5-8.1. Loans for the purchase or right-of-way or rehabilitation have been authorized. For rehabilitation projects, eight year loan terms have been authorized and twenty year loan terms for purchase of existing right-of-way have been authorized. A typical file may include project files and reports and correspondence.  
**IMAGE** according to IARA imaging standards and DESTROY hard copies after verification of electronic records for completeness and legibility. MAINTAIN electronic records permanently for agency reference use. |
| **PETITIONS FOR WAIVER**  
A railroad must petition the Indiana Department of Transportation, Office of Rails, for permission to waive statutory safety standards. The Indiana Department of Transportation investigates and grants or denies permission. Retention based on IC 34-11-2-6, (2004 Edition)  
**IMAGE** any hard copies according to IARA imaging standards. After verification of electronic records for completeness and legibility, DESTROY hard copies and TRANSFER one copy of electronic records along with an index to the INDIANA ARCHIVES, in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles. MAINTAIN agency copy of electronic records permanently for agency reference use. |
| **GRADE CROSSING FUND GRANTS**  
The goal of the program is to provide funding for safety improvement projects at railroad-highway crossings throughout the state. Eligible applicants are local public agencies and Class II and Class III railroads. Retention based on IC 34-13-1-1.  
**IMAGE** according to IARA imaging standards and DESTROY hard copies after verification of electronic records for completeness and legibility. MAINTAIN electronic records permanently for agency reference use. |
| **ANNUAL TRUCK SIZE AND WEIGHT ENFORCEMENT PLANS**  
Documentation of the annual plan developed by INDOT and Indiana State Police for enforcing federal and state truck size and weight laws and regulations. This plan is required annually by 23 CFR 657, and is submitted electronically to the Federal Highway Administration (FHWA).  
MAINTAIN electronic records permanently for agency reference use. |
| **OVERSIZE/OVERWEIGHT TRUCK PERMITS - LETTERS FOR SPECIAL PERMIT APPROVALS**  
Electronic documentation of approval granted by INDOT for variance from existing permitting rules and policies, in conjunction with a specific Oversize/Overweight permit that has been granted by the Department of Revenue - Motor Carrier Services Division.  
MAINTAIN electronic records permanently for agency reference use. |