



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Labor, Department of. Indiana Occupational Safety and Health Administration (IOSHA).

Agency: Indiana Occupational Safety and Health Adminis' Division:			
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	84-512	<p><b>INSPECTION CASE FILES - FATALITIES</b></p> <p>Each case file will contain an Inspection Report. Each Inspection Report may contain: Inspection Activity Report and Accident Report (report identification data), narrative sheet including a list participants, Penalty Assessment Worksheet, Safety Order and Notification of Penalty, all of the inspectors worksheets and notes, materials gathered during the course of the inspection, employee and/or witness statements (confidential), pictures and negatives (if developed), CD of photographs, supporting sampling forms, 3.5 floppy disc of inspection data from IOSHA database, documents and papers that have been gathered during the course of obtaining a search warrant, sealed envelope containing trade secrets and marked "Trade Secrets-Confidential," documents and papers that may have been generated by contest procedures and/or litigation. Case files are arranged alphabetically by company. Disclosure of these records may be subject to IC 5-14-3-4(b)(2), IC 22-8-1.1-24.1 and IC 22-8-1.1-48.4. Retention based on instructions of the Indiana Department of Labor Deputy Commissioner for IOSHA.</p>	TRANSFER to the RECORDS CENTER seven (7) years after the case is closed. DESTROY after an additional ten (10) years in the RECORDS CENTER.
2	89-112	<p><b>DISCRIMINATION CASE FILES - INACTIVE</b></p> <p>The files may contain a complaint letter, a questionnaire, correspondence, and information concerning action taken against employee. These generally concern safety issues in the workplace. Disclosure of these records may be subject to IC 22-8-1.1-24.1, (2004 Edition)</p>	TRANSFER to the RECORDS CENTER three (3) years after the case is closed. DESTROY after an additional two (2) years in the RECORDS CENTER.
3	92-78	<p><b>INSPECTION CASE FILES-CLOSED</b></p> <p>Each case file will contain an Inspection Report. Each Inspection Report may contain: Inspection Activity Report (report identification data), narrative sheet including a list participants, Penalty Assessment Worksheet, Safety Order and Notification of Penalty, all of the inspectors worksheets and notes, materials gathered during the course of the inspection, employee and/or witness statements (confidential), pictures and negatives (if developed), CD of photographs, supporting sampling forms, 3.5 floppy disc of inspection data from IOSHA database, documents and papers that have been gathered during the course of obtaining a search warrant, sealed envelope containing trade secrets and marked "Trade Secrets-Confidential," accident and/or complaint and/or referral information including originals and copies of documents and correspondence (placed behind red CONFIDENTIAL page), documents and papers that may have been generated by contest procedures and/or litigation. Case files are arranged alphabetically by company. Disclosure of these records may be subject to IC 22-8-1.1-24.1, IC 22-8-1.1-48.4 and IC 5-14-3-4(b)(2). Retention based on instructions of the Indiana Department of Labor Deputy Commissioner for IOSHA.</p>	TRANSFER to the RECORDS CENTER three (3) years after the case is closed. DESTROY after an additional two (2) years in the RECORDS CENTER.
4	2010-11	<p><b>AGE DISCRIMINATION CASE FILES</b></p> <p>A typical file would contain the complainant's name, Social Security Number, interviews, miscellaneous statements, the inspector's notes and a summary of the case. Disclosure of these records may be subject to IC 4-1-10.</p>	DESTROY five (5) years after closure of the case.

5	2010-12	<p><b>INDIANA VOLUNTARY PROTECTION PROGRAMS</b></p> <p>The Voluntary Protection Program (VPP) promotes effective worksite-based safety and health. In this program, management, labor and the IOSHA establish cooperative relationships at workplaces that have implemented a comprehensive safety and health management system. Arranged in three (3) ring binders, a typical program contains extensive text and narratives and statistics and general information about the company or group submitting the application but no state forms. A voluntary protection program manager reviews the submitted information, an on-site visit is conducted and a report submitted to the Department of Labor Commissioner plus the Deputy Commissioner for IOSHA. Approval is made or denied. Periodic re-approvals are required. Records are arranged by the applicant name and approval date. Retention based on the instructions of the Commissioner of the Indiana Department of Labor.</p>	<p>TRANSFER to the RECORDS CENTER five (5) years after the latest approval for withdrawal from the program. TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after an additional five (5) years in the RECORDS CENTER.</p>
6	84-516	<p><b>CASPA FILES (COMPLAINTS AGAINST STATE PROGRAM ADMINISTRATION)</b></p> <p>This complaint alleges the IOSHA is not handling inspections and/or investigations properly. The federal OSHA receives the complaint and it is then forwarded to IOSHA for investigation. IOSHA investigates the situation and findings are then submitted back to the federal OSHA for its final determination. The complainant and the IOSHA within the Indiana Department of Labor then receive the final determination.</p>	<p>TRANSFER to the RECORDS CENTER three (3) years after the final determination is received. TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after an additional two (2) years in the RECORDS CENTER.</p>