



RECORDS RETENTION AND DISPOSITION SCHEDULE

Homeland Security, Department of. Fire and Building Safety

Agency: Fire and Building Safety		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	2000-32	<p>ARSON INVESTIGATION FILES</p> <p>Includes: reports of fire investigation, interview sheets, supplemental sheets, property record and receipt sheets, letters sent to agencies that request information, request for investigations, court subpoenas, and photographs. Confidential, [IC 5-14-3-4(b)(1)(2) & (6), (2000 Edition)]</p>	TRANSFER to the RECORDS CENTER after five (5) years in the agency. RETAIN in the RECORDS CENTER for an additional fifty (50) years. TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, at the end of fifty-five (55) total years of retention.
2	2010-05	<p>RADIATION INCIDENT REPORTS</p> <p>In accordance with IC 16-41-35-1, the Radiological Health Section is responsible for radiation safety and protection of the public. Pursuant to IC 16-41-35-25, staff may enter at all reasonable times any public or private property for the purpose of inspecting and investigating conditions related to radiation control and safety. Contacts can be made via telephone calls, correspondence, e-mail or a personal visit. A typical file may contain extensive narratives, reports, correspondence or photographs. Multiple contacts with the same person or group over time are possible. Also possible but not typical, are referrals for additional enforcement action. Disclosure of these records may be subject to 10 CFR 20.2106 and IC 5-14-3-4(a) (3) and (12).</p>	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, twenty (20) calendar years after the end of the year of the investigation.
3	83-1319	<p>FIRE SAFETY INSPECTION FILES</p> <p>A) Inspections required by state statute: Includes reports of fire inspections for schools, jails, prisons, fairgrounds. Religious exempt child care centers, hotels, motels, hospitals, regulated places of amusement (including race tracks)), child care centers, explosives magazines, places of public assembly, mental/physical health facilities and retail offices.</p> <p>B) Required by Fire Marshal's policy. Includes reports of fire inspections for flammable liquid storage facilities, fireworks, private schools and colleges, complaints, manufacturing and special assignments. Pursuant to IC 4-31-8-5, 11-11-6-2, 12-17.2-4-14, 12-17.2-5-14, 16-21-1-10, 16-28-1-3, 20-5-43-1, 22-11-17-1, et seq., and IC 22-14-2-11, (2000 Edition)</p>	TRANSFER to the INDIANA ARCHIVES after three (3) years for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles.
4	94-32	<p>PUBLICLY OWNED BUILDINGS</p> <p>Within sixty (60) days after the completion of an addition or alteration of a publicly owned building, a complete set of blueprints and complete bound set of specifications shall be filed in the office of the state building commissioner. Approval shall be granted by means of an application process. Publicly owned buildings shall be construed to include all buildings, work, or improvements the cost of which is paid for from public funds. Documentation includes: blueprints and specifications, Application For Construction Design Release, State Form 37318. The project number to each building must be placed in a conspicuous place when this record is microfilmed. This is a permanent record, pursuant to IC 5-16-3-1, 1998 Edition).</p> <p>Retention based on IC 5-16-3-2, (1998 Edition).</p>	MICROFILM according to 60 IAC 2 after blueprints and specifications are released. DESTROY hard copies after verification of microfilm for completeness and legibility. TRANSFER original negative roll to the INDIANA ARCHIVES, for permanent archival retention. The agency does not need a duplicate roll of microfilm.

5	79-2605	<p>INSPECTION REPORTS</p> <p>Consists of a report on the condition of each boiler and pressure vessel regulated in the State. Inspections of boiler and pressure vessels are made at least every three (3) years and many are examined annually.</p>	<p>Microfilm according to 60 IAC 2 after two (2) weeks. DESTROY hard copies after verification of the microfilm for completeness and legibility. TRANSFER original negative roll to the INDIANA ARCHIVES, for permanent archival retention. TRANSFER duplicate negative jackets to the agency. DESTROY duplicate negative jackets fifty (50) years after the reports are issued.</p>
6	2015-09	<p>DIVISION OF FIRE AND BUILDING SAFETY DATABASE</p> <p>All records of DFBS inspection activities, whether born-digital or submitted in hard copy, are collected in this online database.</p> <p>All records that exist only in this database have a ten (10) year or shorter retention requirement.</p> <p>A copy of records whose retention period exceeds ten (10) years may also be present for reference purposes, but the originals are retained separately under their own unique record series. The duplicate reference material may be deleted at any time.</p> <p>Disclosure of these records may be affected by IC 5-14-3-4 and IC 35-47-7-3.</p>	<p>DESTROY any existing hard copies after entry into the database. DELETE electronic records after ten (10) years.</p>
7	2015-10	<p>AMUSEMENT DEVICE FILE</p> <p>Serves as a means in which the Department of Fire and Building Services registers, inspects, and issues permits for all regulated amusement devices at the Indiana State Fair, at theme park locations, and traveling to various locations in Indiana. Includes State Forms: Amusement Device Correction Order, SF 43132 and Application for Annual Permit to Operate Amusement Device, SF 323. Also includes non-destructive test reports--which are completed by a private vendor, insurance certificates, accident reports, and related correspondence, pursuant to the statutory inspection program of IC 22-15-7-1. Retention based on IC 34-11-2-6.</p>	<p>REPLACE State Form 43132, State Form 323, non-destructive test reports, insurance certificates, accident reports, and related correspondence annually. DESTROY five (5) years after the amusement device is no longer in service.</p>
8	78-1253	<p>STATE INSTITUTIONS-LOCATION UNITS</p> <p>Serves as a means in which the Department of Fire and Buildings Services registers, inspects, and issues permits for all regulated elevators where Indiana state government has the responsibility of maintenance. Includes State Form 5675, Installation or Alteration Permit (Elevator Safety Division); Application for Installation or Alteration Permit, State Form 38299, State Form 39999; Operating Permit, Division of Elevator Safety, State Form 34599; Report of Tests for Elevators, Dumbwaiters, Escalators and Special Purpose Elevators; and State Form 28645, Report of Inspection-Invoice. May also include general correspondence pursuant to the statutory inspection program of IC 22-15-5-1, et seq, 1998 Edition. Retention based on IC 34-11-2-6, (1998 Edition)</p>	<p>TRANSFER original State Forms 28645, 5675, 38299, and 34599 to DORMANT LOCATION UNIT FILE when the elevator is dormant. The original State Forms 28645, 5675, 38299, and 34599 hard copies are retained on-site permanently until the elevator is dormant. The original State Form 39999 is issued by the agency but is not retained by the agency. State Forms 34599 and 28645 are replaced annually or every five (5) years. DESTROY general correspondence after five (5) years.</p>

9	78-1254	BUILDING LOCATION UNIT Serves as a means in which the Department of Fire and Building Services registers, inspects, and issues permits for all regulated elevators that are non-residential yet public in nature. Typical file includes State Form Number 5675, Installation or Alteration Permit (Elevator Safety Division), Application for Installation or Alteration Permit, State Form 38299; State Form 34599, Report of Tests for Elevators, Dumbwaiters, Escalators and Special Purpose Elevators; and State Form 28645, Report of Inspection-Invoice. May also include general correspondence, pursuant to the statutory inspection program of IC 22-15-5-1, et seq., 1998 Edition. Retention based on IC 34-11-2-6, 1998 Edition).	TRANSFER original State Forms 28645, 38299, and 34599 to DORMANT LOCATION UNIT FILE when the elevator is dormant. The original State Forms 28645, 5675, 38299, and 34599 hard copies are retained on-site permanently until the elevator is dormant. The original State Form 39999 is issued by the agency but is not retained by the agency. State Forms 34599 and 28645 are replaced annually or every five (5) years. DESTROY general correspondence after five (5) years.
10	78-1256	DORMANT LOCATION UNIT FILES All inoperable elevators. Retention based on IC 34-11-2-6, (1998 Edition)/	DESTROY after five (5) years.
11	78-1260	ACCIDENT REPORTS	DESTROY after six (6) years.
12	78-1261	BLUEPRINTS AND SPECIFICATIONS FOR NEW ELEVATORS OR ALTERATIONS OF ELEVATORS	TRANSFER to the RECORDS CENTER after five (5) years. DESTROY after an additional five (5) years in the RECORDS CENTER. TOTAL RETENTION--ten (10) years.
13	79-2220	MANUFACTURING FIRMS NO LONGER IN BUSINESS Files of manufacturing firms that once constructed manufactured buildings but have since gone out of business. Required for consumer complaints.	TRANSFER to the RECORDS CENTER after one (1) year. DESTROY after five (5) years. TOTAL RETENTION--Six (6) years.
14	79-2225	RECORD OF DATA PLATES - HARD COPIES Record of data plates of building manufacturers. Retention period is based on expected life of manufactured homes that have not been altered from factory specifications by their owners.	DESTROY when outdated or replaced.
15	79-2228	PLANS, SPECIFICATIONS, CERTIFICATES AND COMPUTER DISKS Drawings and specifications regarding manufactured buildings as well as certificates of manufacturers' compliance with building codes. The computer disk is sent to the agency by means of the manufacturing firms. The computer disk is IBM compatible and the only users are the agency's staff. The computer disk does not leave the office and is DESTROYED when changes occur in the drawings and specifications and a new computer disk is sent.	TRANSFER to the RECORDS CENTER after three (3) years. DESTROY after an additional two (2) years in the RECORDS CENTER. TOTAL RETENTION: Five (5) years
16	79-2592	BOARD CASES The Boiler and Pressure Vessel Board is empowered to approve modifications or special construction requests that do not conform with established standards. The requests are known as "Indiana Specials". Series consists of diagrams, specifications, and cover letters.	DESTROY when the boiler or pressure vessel is scrapped.
17	79-2594	INSPECTOR LICENSES, SF 54684 Licenses issued to individuals qualified to be inspectors.	DESTROY when replaced by a new license or when the individual is no longer an inspector.
18	79-2604	CERTIFICATE OF INSPECTION Certificates issued to owners of pressure vessels and boilers after they have been approved.	DESTROY when certificate is replaced by a new certificate and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.

19	82-315	<p>PROTOTYPE MASTER FILES</p> <p>Master plan design releases may be issued by the office of the State Building Commissioner with the approval of the office of the State Fire Marshal. Approval is granted by means of an application process. Master plan means a set of plans and specifications for Class 1 structures the scope of which includes only the structural framing and shell enclosures.</p> <p>The purpose of a master plan design release is to simplify the use of the same design for more than one Class 1 structure by eliminating repetitive filing and review of plans and specifications within the scope of the master plan. Class 1 structures are: buildings or structures that are to be used by the public, three (3) or more tenants, one (1) or more persons who act as the employees of another. Documentation includes: plans, specifications, and Application For Construction Design Release; State form 37318, Pursuant to 675 IAC 12-6-16, 2000 Cumulative Supplement.</p>	DESTROY hard copies when the State Building Commissioner determines that because of changes in the Indiana Building Code the plans and specifications may no longer comply with the rules of the Fire Prevention and Building Safety Commission.
20	82-323	<p>APPLICATION FOR CONSTRUCTION DOCUMENT REVIEW AND FOOTING & FOUNDATION FORMS</p> <p>File consists of individual building projects, project data, and processing data.</p>	RETAIN current year and two (2) past years' applications and forms within STATE FIRE AND BUILDING SERVICES. DESTROY after three (3) years.
21	84-534	<p>MONTHLY REPORTING BY LOCAL FIRE CHIEFS</p> <p>Statistical reports required to be submitted to the State Fire Marshal.</p>	DESTROY after one (1) year.
22	87-494	<p>WELDED REPAIR REPORT FORMS</p> <p>Reports made by inspectors indicating repairs have been made in accordance with established rules.</p>	DESTROY after five (5) years.
23	94-33	<p>PUBLICLY OWNED BUILDINGS-ELECTRONIC INDEX</p> <p>This electronic record will serve as an index for the microfilm record of publicly owned buildings within the state of Indiana. This electronic record will compose of the following information: project number, name of project, month and year project was filed with the agency, town and county of project, and designer and/or owner of the project, pursuant to IC 5-16-3-1, (1998 Edition).</p> <p>Retention based on IC 5-16-3-2, (1998 Edition).</p>	TRANSFER data about the microfilm record of publicly owned buildings in an ASCII format to the INDIANA ARCHIVES when the blueprints and specifications are released. Once the data arrives at the Indiana Archives, the data will be translated into a format compatible with its software and hardware. The data is permanent and will not be altered in any fashion.
24	94-36	<p>LOCAL ORDINANCES</p> <p>One (1) signed copy of each approved local ordinance is retained by the Fire Prevention and Building Safety Commission. Ordinances to be approved are placed on the agenda for Fire Prevention and Building Safety Commission meetings. Ordinances are arranged alphabetically by county, by city, and town within the county. Some correspondence could be included with these records.</p>	DESTROY when outdated or replaced.

25	94-37	<p>WRITTEN INTERPRETATIONS OF BUILDING LAWS</p> <p>In accordance with IC 22-13-5-2, the Building Law Compliance Officer may issue a written interpretation of a building law upon the written request of an interested person. Pursuant to IC 22-13-5-1, this refers to a person that has a dispute with a county or a municipality regarding the interpretation of a building law. This interpretation is binding if the written interpretation is published in the Indiana Register (IC 22-13-5-4). This written interpretation of building law published in the Indiana Register binds all counties and municipalities until the earlier of the following: (1) The General Assembly enacts a statute that substantively changes the building law interpreted or voids the written interpretation. (2) The Fire Prevention and Building Safety Commission adopts a rule under IC 4-22-2 to state a different interpretation of the building law. (3) The written interpretation is found to be an erroneous interpretation of the building law in a judicial proceeding. (4) The Building Law Compliance Officer publishes a different interpretation of the building law. Retention based on IC 22-13-5-4.</p>	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING, OR WEEDING pursuant to archival principles when outdated or replaced.
26	95-29	<p>HAZARDOUS MATERIALS INCIDENT LOCATION FILES</p> <p>Includes the log sheets for the hazardous material responses.</p>	DESTROY after ten (10) years.
27	95-30	<p>HAZARDOUS MATERIALS FIELD REPORT</p> <p>Includes the Office of the Fire Marshal field report, material safety data sheets, field reports from other state agencies and exposure logs.</p>	TRANSFER one (1) copy to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, after ten (10) years.
28	2013-16	<p>TIER ONE/TWO EMERGENCY & HAZARDOUS CHEMICAL INVENTORY (LEPC COPY)</p> <p>Per 42 USC 11022, facilities submit three copies of an emergency and hazardous chemical inventory form annually, as long as hazardous chemicals remain in use. One copy is submitted to the Indiana Department of Environmental Management (retained permanently under Record Series 93-45), one to the local fire department, and one to the area's Local Emergency Planning Committee. Disclosure of this record may be affected by 42 USC 11042. Retention based on 42 USC 11022 (e)(3).</p>	DESTROY after one (1) year or when replaced by a new inventory from the same facility, whichever is later.
29	94-34	<p>VARIANCE APPLICATION FILES</p> <p>A variance of the rules of the Fire Prevention and Building Safety Commission may be granted by the Commission in accordance with Indiana Code 22-13-2-11. The application file contains the variance application (State Form 37318) and other information required pursuant to 675 IAC 12-5.</p>	DESTROY after seven (7) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
30	88-101	<p>AMBULANCE SERVICE PROVIDERS FILE</p> <p>Files may include annual applications, paramedic applications, vehicle certification, correspondence, provider certification, ambulance and equipment checklist, and certificate of insurance. Certificates are now mailed to the provider and copies are no longer kept in the files.</p> <p>[Record Series history note: prior to 2015, retention instructions included microfilming with a security copy sent to the INDIANA ARCHIVES.]</p>	DESTROY after seven (7) years.
31	88-102	<p>TRAINING INSTITUTIONS FILE</p> <p>A typical file includes applications, renewal applications, approvals and correspondence.</p> <p>[Record Series history note: prior to 2015, retention instructions included microfilming with a security copy sent to the INDIANA ARCHIVES.]</p>	DESTROY after six (6) years.

32	88-103	<p>SUPERVISING HOSPITALS FILE</p> <p>File includes Applications for Certification as a Supervising Hospital, Application for Institutional Approval to Administer Emergency Paramedic Training Program, Application for Certification as a Sponsoring Hospital, Application for Certification as a Supervising Hospital (Paramedic), and correspondence.</p> <p>[Record Series history note: prior to 2015, retention instructions included microfilming with a security copy sent to the INDIANA ARCHIVES.]</p>	DESTROY after six (6) years.
33	95-49	<p>INDEX CARDS-ACTIVE, RETIRED & DECEASED CERTIFIED FIREFIGHTERS</p> <p>These alphabetical index cards contain basic information on the firefighter but are not as complete as the Identification Data and Progress Record. Firefighter name, department and basic certification data is recorded on the index cards.</p>	DESTROY when information is verified against the IDENTIFICATION DATA AND PROGRESS RECORD.
34	2015-19	<p>PUBLIC SAFETY PERSONNEL DATA</p> <p>This consists of Emergency Medical Technician and Firefighter certification, personnel, and training records. Unless regulatory sanctions (which can last a maximum of 7 years) have been imposed, each record becomes superseded by the next two-year certification cycle. All current and future records will exist in the ACADIS database, except for any backfile of hard copies whose retention period expires before entry. Expungement of any records of sanction or investigation may be requested under the conditions of IC 35-38-9. Disclosure of these records may be affected by IC 4-1-8-1 and IC 35-38-8.</p>	TRANSFER hard copies to the INDIANA ARCHIVES for EVALUATION, SAMPLING and WEEDING pursuant to archival principles immediately after entry into database. For undigitized backfile, TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING and WEEDING pursuant to archival principles after four (4) years or the expiration of any imposed sanctions, whichever is later. DELETE electronic records after four (4) years or the expiration of any imposed sanctions, whichever is later.
35	79-3664	<p>RADIOACTIVE MATERIAL REGISTRATION PROGRAM</p> <p>This record typically includes a radioactive material registration application, correspondence, copies of U.S. Nuclear Regulatory Commission (NRC) licenses, violation letters, compliance letters, notification of misadministration, and notification of employee overexposure. The registration renewal period is two (2) years.</p>	IMAGE any hard-copy records according to IARA imaging standards, and RETAIN all electronic files within the Indiana Professional Licensing Agency's License 2000 system, per cross-agency agreement. DESTROY hard copies after verification of the scanned image against the original records for completeness and legibility. MAINTAIN two (2) registration applications and supporting documents at all times; DELETE the oldest application and supporting documents when a new report is received. DESTROY/DELETE all related records seven (7) years after a facility is determined to no longer be in business.