



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Health, Department of. Indoor Air.

Agency: Indoor Air		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	2012-13	<b>INDOOR AIR INSPECTION REPORTS</b> Letter reports of Indoor Air Quality inspections of Schools, State agencies, County offices or residences, collected under 410 IAC33. Supporting documents may include field notes, measurements, photographs, laboratory results and initial requests for assistance.	IMAGE according to IARA standards. DESTROY hard copies after verification of electronic records for completeness and legibility. DELETE electronic records after four (4) years.