



**RECORDS RETENTION AND DISPOSITION SCHEDULE**  
**Health, Department of. Environmental Lab Division.**

Agency: Environmental Lab Division		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	80-1012	<b>CHEMICAL EXAMINATIONS OF PUBLIC WATERS</b> Retention based on 40 CFR 141.33(c).	TRANSFER to the RECORDS CENTER after the end of the year. TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after an additional ten (10) years in the RECORDS CENTER.
2	80-1029	<b>SPECIAL STUDIES OR ANALYSES</b> These consist of reports of water pollution requested by State Department of Health staff and local health departments.	TRANSFER to the RECORDS CENTER one (1) year after the end of the reporting year. TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after an additional two (2) years in the RECORDS CENTER.
3	81-994	<b>FOOD, DRUGS AND MEATS LABORATORY REPORTS</b> These are electronic reports of analytical results on meat, poultry, dairy and food protection samples.	TRANSFER one (1) electronic copy to the INDIANA ARCHIVES three (3) years after the end of the reporting year, in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles.
4	85-03	<b>CHEMICAL EXAMINATIONS OF PRIVATE WATERS</b> A fee is sometimes required. Retention based on 40 CFR 141.33(b).	TRANSFER to the RECORDS CENTER after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after an additional ten (10) years.
5	85-04	<b>BACTERIOLOGICAL EXAMINATIONS OF BATHING BEACHES &amp; SWIMMING POOLS (NO FEE)</b> No fee is required for this examination. Retention based on IC 34-11-2-6 and 40 CFR 141.33(a).	TRANSFER to the RECORDS CENTER one (1) year after the examination year. TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after an additional four (4) years in the RECORDS CENTER.
6	85-05	<b>BACTERIOLOGICAL EXAMINATION OF PRIVATE WATER</b> A fee is required. Retention based on 40 CFR 141.33(a) and IC 34-11-2-6.	TRANSFER to the RECORDS CENTER after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after an additional five (5) years in the RECORDS CENTER.
7	86-895	<b>PUBLIC BACTERIOLOGICAL EXAMINATIONS OF PUBLIC WATERS</b> This file consists of public drinking water examinations. Retention based on 40 CFR 141.33(a).	TRANSFER to the RECORDS CENTER one (1) year after the end of the examination year. TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after an additional four (4) years in the RECORDS CENTER.
8	94-28	<b>UTILITY AND SCHOOL FLUORIDE REPORTS</b> These consist of Environmental Lab Division evaluations of fluoride content of utility and school drinking water systems. According to the Environmental Lab Division of the State Department of Health, these are chemical analyses of these public water systems. Retention based on 40 CFR 141.33(b).	TRANSFER to the RECORDS CENTER one (1) year after the end of the examination year. TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after an additional nine (9) years.

9	2001-56	<p><b>LEAD, PAINT AND WIPES REPORTS, LOGS AND QUALITY CONTROL</b></p> <p>This file consists of various hand-written or computer-generated reports. Disclosure of these records may be subject to IC 5-14-3-4(a)(9). Retention based on Laboratory Quality Assurance Program Policies, American Industrial Hygiene Association and EPA.</p>	TRANSFER to the RECORDS CENTER three (3) years after the reporting year. DESTROY after an additional seven (7) years.
10	2006-43	<p><b>RADIOLOGICAL EXAMINATIONS</b></p> <p>These are radiological examinations of public waters, milk, emergency response and unknown samples, general environmental samples, and radiological examinations of collaborative samples of other local, state and federal laboratories. A typical file contains various administrative information, calculations, that is, conversions of count data to reports, counts from samples and drinking water sample printouts. Retention based on 40 CFR 141.33(c).</p>	TRANSFER to the RECORDS CENTER after the end of the calendar year. TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, after an additional ten (10) years.
11	79-3656	<p><b>FILM BADGE REPORTS-MONTHLY EXPOSURE &amp; ANNUAL CUMULATIVE EXPOSURE</b></p> <p>This file consists of badge indicator reports used to measure exposure to radioactivity of the section's employees. Disclosure of these records may be subject to 10 CFR 20.2106), (January, 2009 Revision] and IC 5-14-3-4(a)(3) and (12), (2008 Indiana General Assembly) Retention based on 10 CFR 20.1206(f), (January, 2009 Revision); and 10 CFR 20.2105(b), (January, 2009 Revision)</p>	RETAIN until the U.S. NUCLEAR REGULATORY COMMISSION terminates each pertinent license requiring these records.
12	80-1016	<p><b>SHIPPING DATA-COMPUTER DATA &amp; MAGNETIC MEDIA</b></p> <p>Contains the address of the requestor, the date of the request, type of test performed, and when bottle samples were sent out.</p>	DELETE two (2) years after the year of the test.
13	94-29	<p><b>ENVIRONMENTAL CHEMICAL DATA</b></p> <p>Water samples are tested for different chemical elements. Retention based on 40 CFR 141.33(c).</p>	TRANSFER to the RECORDS CENTER two (2) years after the end of the testing year. TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after an additional eight (8) years.