



RECORDS RETENTION AND DISPOSITION SCHEDULE

Labor, Department of. Youth Employment, Bureau of.

Agency: Youth Employment, Bureau of		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	84-224	<p>YOUTH EMPLOYMENT SYSTEM (YES) RECORDS</p> <p>The YES database contains registration information from employers who employ at least five (5) or more minor employees, per location, pursuant to IC 22-2-18.1-26. Includes information on both employer and minor employees; employers are required to remove a minor's information from the active-employee registry upon termination of employment. This record series also covers any remaining employment certification information created under previous minor work permitting laws, which will all be eligible for destruction as of July 1st, 2026 at the latest. Retention based on IC 34-11-2-7.</p>	DELETE data six (6) years after the end of the fiscal year in which an employer becomes inactive (is no longer required to be registered), or in which employment was terminated for minor employee under previous work permitting system.
2	86-142	<p>INSPECTION REPORTS FILE</p> <p>The Report of Investigation of Child Labor Compliance, SF 4048, is completed for both routine inspections and complaints. If this is a complaint, the file may also include a police report and correspondence. If a fatality is involved, the file may include a coroner's report and reports from witnesses. Disclosure may be subject to IC 5-14-3-4(b)(1) and IC 36-2-14-18.</p>	TRANSFER to the RECORDS CENTER two (2) years after the year in which file was closed. TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after one (1) additional year in the RECORDS CENTER.