



RECORDS RETENTION AND DISPOSITION SCHEDULE

Transportation, Indiana Department of. Districts.

Agency: Districts		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	81-1448	DRAWINGS AND MAPS	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING, and WEEDING pursuant to archival principles, when outdated or replaced.
2	81-1321	BENCHMARKS (CONTAINS ELEVATION INFORMATION AND LOCATION SURVEYS) This series contains elevation information, location surveys.	DESTROY upon relinquishment or destruction of the highway.
3	81-1358	ROADSIDE ENCROACHMENTS FILE File includes correspondence, copies of deeds, relinquishment agreements, encroachment forms, junkyard violations, and billboard violations.	DESTROY upon settlement.
4	81-1398	AS BUILT PLANS These include plans of highway, road, and traffic contracts. They do not include bridge as-built plans, which are kept in the Department of Design.	MICROFILM according to 60 IAC on receipt, and DESTROY originals after verification of microfilm for completeness and legibility. TRANSFER original negative roll to the INDIANA ARCHIVES for permanent archival retention. TRANSFER duplicate roll to agency. DESTROY agency microfilm upon the relinquishment or destruction of the highway.
5	81-1401	SUBSURFACE AND SOIL PROFILE INVESTIGATIONS Investigation report.	DESTROY after three (3) years.
6	81-1405	PROGRAM RECOMMENDATION FILES A history of recommendations.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING, and WEEDING pursuant to archival principles, after ten (10) years.
7	81-1417	ROAD AND SECTION FILES Files contain the history, origin and correspondence on each road.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING, and WEEDING pursuant to archival principles, when outdated or replaced.
8	81-1424	FIELD SURVEY BOOKS Record of all survey work done on roadway section.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING, and WEEDING pursuant to archival principles, when outdated or replaced.
9	81-1426	BIENNIAL INSPECTION REPORT ON DRAINAGE STRUCTURES OVER 20 FEET Report on every structure inspected once every other year.	DESTROY after six (6) years.
10	81-1427	BIENNIAL INSPECTION REPORT ON DRAINAGE STRUCTURES LESS THAN 20 FEET Each structure inspected once every other year.	DESTROY after six (6) years.
11	81-1434	REGIONAL PLANNING COMMISSION FILES	DESTROY when outdated or replaced.
12	81-1437	BRIDGE REPAIR FILES History of repair work completed on each structure.	RETAIN for the life of the structure or until the roadway is relinquished.
13	81-1449	WATER TEST REPORTS Records of water tests for each well under jurisdiction of INDOT in the District.	DESTROY after five (5) years.
14	81-1450	UNIT CENTERS FILE Includes inspection reports, maps and drawings, correspondence, master plans, districts boundary lines, specifications, etc.; History of buildings and grounds locations.	DESTROY when the Indiana Department of Transportation no longer operates the property.
15	81-1454	MISCELLANEOUS CALCULATIONS AND TESTING INFO Roadway skid and roughness tests.	DESTROY when outdated or replaced.
16	81-1461	CORE REPORTS Record of core samples taken from new pavements.	DESTROY after five (5) years.
17	81-1462	AGGREGATE SUPPLIERS STATUS REPORTS	DESTROY when outdated or replaced.

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18	81-1464	AGGREGATE INSPECTORS REPORTS The Materials and Testing Division also has these reports for tests that they complete.	DESTROY upon completion of the contract.
19	81-1465	ASPHALT SOURCE FILE Producer source file.	DESTROY when outdated or replaced.
20	81-1466	CONCRETE PLANT INSPECTION FILE Record of concrete plant status.	DESTROY when outdated or replaced.
21	81-1467	SKID RESISTANCE FILE	DESTROY when outdated or replaced.
22	81-1468	TILE AND PIPE TEST REPORTS	DESTROY after five (5) years.
23	81-1469	SOIL TESTS	DESTROY after five (5) years.
24	81-1470	MISCELLANEOUS REPORTS	DESTROY after five (5) years.
25	81-1474	DENSITY TESTS	DESTROY after five (5) years.
26	81-1478	ANNUAL AND BI-ANNUAL MATERIALS AND TESTS BUDGET FILES	DESTROY after three (3) years.
27	81-1485	PLASTIC AND LIQUID LIMIT TEST FILES	DESTROY after five (5) years.
28	81-1486	PROGRESS AND RECORD TEST FILES	DESTROY after five (5) years.
29	81-1487	TESTING EQUIPMENT FILES	DESTROY when outdated or replaced.
30	81-1488	LABORATORY GENERAL FILE May include copies of inspection reports, correspondence, attendance records, calibration reports, status of material records, etc.	DESTROY after five (5) years.
31	81-1489	DISTRICT AND STATE CERTIFICATIONS	DESTROY upon receipt of a new certification.
32	81-1492	LABORATORY REPORTS AND WORK SHEETS	DESTROY after five (5) years.
33	81-1495	ACCIDENT FILES - VEHICLES	DESTROY after three (3) years.
34	81-1499	TRAFFIC COUNTS AND STUDIES This has traffic counts and all other traffic studies and is retained for history.	DESTROY after three (3) years.
35	81-1510	MAPS AND DRAWINGS FILE File has construction drawings, sign upgrading, city and county maps, prints on contracts.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING, and WEEDING pursuant to archival principles, when outdated or replaced.
36	81-1513	TRAFFIC REGULATIONS No passing zones, preferentiality, parking, no turn on red, signal timings, etc.	DESTROY when outdated or replaced.
37	81-1514	CITY TRAFFIC SIGNAL FILES All signals on State routes and signals that are interconnected to State signals.	DESTROY when outdated or replaced.
38	81-1515	RURAL TRAFFIC SIGNAL FILES Correspondence, old timing sheets, diagrams, plans, prints, etc.	DESTROY when outdated or replaced.
39	87-403	INDOT VEHICLES DISPOSED OF UNDER STATE SURPLUS PROPERTY SALES Files contain four (4) photographs, two (2) estimates of repair, one (1) copy of certificate of registration and police accident report for each damaged vehicle the INDOT attempts to sell at public auctions.	DESTROY after one (1) year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges and after SAMPLING by the Indiana Archives.
40	87-412	BRIDGE MEASUREMENT REPORT SF 24317 Gives vertical and horizontal clearance of highway grade separations and truss-type bridges. Used for permits involving overwidth and overheight loads.	DESTROY after a change is made affecting bridge measurements.
41	87-413	NOTICE OF SURVEYS - LAND IDENTIFICATIONS Provides notice to landowners prior to entry of their property by INDOT personnel for the purpose of making a survey and investigation for a new INDOT project. Retention based on IC 8-13-2-12.2	DESTROY after project is completed.
42	87-415	HAZARDOUS WASTE MATERIALS Keeps up-to-date information concerning hazardous waste.	DESTROY when outdated or replaced.