



RECORDS RETENTION AND DISPOSITION SCHEDULE

Transportation, Indiana Department of. Materials Management Division.

Agency: Materials Management Division		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	85-100	NON-QUALIFIED GEOTECHNICAL CONSULTANTS Files on those consulting companies which were never qualified to provide consulting services.	DESTROY after three (3) years.
2	85-101	GEOTECHNICAL PROJECTS This file tracks the progress of a project and documents crucial information relating to the subsurface conditions where a road is being built. The projects are sub-filed by district number, road, or county, etc. The typical file generally contains the soils report, drilling report, testing report, engineering reports, final report and drawings, correspondence, meeting notes, and copies of itemization of pay quantities. All records are maintained in an Electronic Records Management System. Retention based on IC 34-13-1-1.	BACK UP to Computer Output Microfilm (COM) when the road is removed from the roadway system. TRANSFER COM to the INDIANA ARCHIVES for permanent archival retention. DELETE electronic records ten (10) years after the road has been removed from the roadway system.
3	85-103	SOIL INFORMATION STORAGE AND RETRIEVAL SYSTEM The test, boring logs, and final report data are entered into the computer via data input forms.	BACK UP computer system annually to COMPUTER OUTPUT MICROFICHE (COM). TRANSFER COM to the INDIANA ARCHIVES for permanent archival retention.
4	85-55	EPA HAZARDOUS WASTE As a hazardous waste generator, INDOT must follow guidelines promulgated by the U.S. Environmental Protection Agency. Files generally include training records (to document that INDOT personnel have been trained in the handling and shipment of hazardous wastes), manifests (waste shipments), annual reports, exception reports, test results, determinations, and waste analyses.	DESTROY training records three (3) years after termination of the employee. (40 CFR 265.16 (e)). DESTROY signed copies of manifests three (3) years after waste has been accepted by the initial transporter (40 CFR 262.40 (a)). DESTROY Biennial Reports three (3) years after report's due date. (40 CFR 262.40 (b)). DESTROY test results, waste analyses, and determinations three (3) years after waste is sent for treatment, storage, or disposal. (40 CFR 262.40 (c)). These retention periods shall be extended for the course of an unresolved enforcement action, or upon the Administrator's request. (40 CFR 262.40 (d)).
5	85-66	QUALITY SOURCE FILES Geologists test quarries on an annual basis by taking production (shows characteristics of the product) and ledge samples. Information is entered into the computer, from which a summary sheet is produced. The information is needed to document quarry changes from year to year.	DESTROY fifteen (15) years after the source discontinues business with the INDIANA DEPARTMENT OF TRANSPORTATION.
6	85-69	CONCRETE PLANTS CERTIFICATIONS Districts check concrete and hot mix asphalt plants annually.	DESTROY five (5) years after the plant discontinues business with the INDIANA DEPARTMENT OF TRANSPORTATION.
7	85-74	SEED INSPECTION REPORTS Purdue University conducts tests on grass seed used on roadsides. A summary sheet is prepared for the period covered by the test. A report is valid for only nine (9) months according to IC 15-15-1-40.	DESTROY after one (1) year.
8	85-88	ROAD FILE STUDIES Studies consist of field studies of a state road done for the Construction or Maintenance Divisions, to investigate problems of a particular road. The file typically contains test reports data and other raw data, correspondence copies, and a final report. Studies are filed by road number and by contract number. The final report is needed as long as the road is in the system because of the potential for recurring problems.	TRANSFER final report to relinquish after the highway has been taken out of the system. DESTROY raw data upon completion of the final report.

Approved by the Indiana Oversight Committee on Public Records

9	85-91	LAB WORKBOOKS Each chemist records raw data into these books.	DESTROY after three (3) years.
10	85-93	METHODS FILE Procedures and guidelines which a chemist is to follow when performing a test.	DESTROY when outdated or replaced.
11	85-99	GEOTECHNICAL CONSULTANT QUALIFICATION Geotechnical consultants must be approved and prequalified by INDOT. This section inspects a consultant's operation. File generally contains the original inspections, company dossier and staff resumes, notes, and a copy of the final report.	DESTROY when consultant goes out of business.