



RECORDS RETENTION AND DISPOSITION SCHEDULE

Labor, Department of. INSAFE.

Agency: Insafe		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	85-565	ON-SITE CONSULTATIONS This closed file has correspondence, i.e., a written request for assistance, the initial visit report, a hazard record (federal and state format), a calculation sheet (lost work day incident report), a consultant's check list, occupational hazard correction documentation provided by the requestor, and subsequent visit reports. The file may include industrial hygiene forms, exemption program forms and/or training information. Files are arranged by the company name within a calendar year. Disclosure may be subject to 610 IAC 8-3-12(c). Retention consistent with 29 CFR 1904.33(a).	TRANSFER to the RECORDS CENTER one (1) year after the end of the closure year. DESTROY after an additional four (4) years in the RECORDS CENTER.
2	2014-01	GOVERNOR'S WORKPLACE SAFETY AWARDS Applications and supporting documents for awards which provide recognition for Indiana companies based on best practices for eliminating workplace injuries and illnesses. Files include both winning and non-winning applications.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING AND WEEDING pursuant to archival principles, one (1) year after presentation of the award.
3	85-566	CONSULTATION LOG Entries are by an assigned number. The log includes the date, company name, type of consultation requested, consultant assigned to this request, the date of the initial visit and the date closed. Disclosure may be subject to 610 IAC 8-3-12(c). Retention consistent with 29 CFR 1904.33(a).	DESTROY after five (5) years.
4	85-569	WEEKLY PROJECT TIME REPORTS INSafe Division consultants enter this information into agency computers and this information is also on U.S. Department of Labor electronic systems and can not be deleted by this Indiana Department of Labor Division without federal approval. No paper records are maintained. This information is also included on the Employee Attendance Report. Retention based on IC 34-13-1-1.	ENTER into the OSHA Express computer system weekly. DELETE records with U.S. DEPARTMENT OF LABOR approval ten (10) years after the end of the State Fiscal Year.
5	85-571	CONSULTANTS FILES These records include the consultants' copies of reports used in consultation and training of companies. Disclosure may be subject to 610 IAC 8-3-12(c). Retention consistent with 29 CFR 1904.33(a).	DESTROY five (5) years after the end of the calendar year.
6	94-64	INTERVENTION FORM, FEDERAL FORM NUMBER 66 This information is submitted to the U.S. Department of Labor through their data collection database maintained in this Division of the Indiana Department of Labor. No paper file is maintained. Information collected and maintained is the intervention type, name of the establishment and type (state or local government or private group), goals and any supporting documentation. Disclosure may be subject to 610 IAC 8-3-12(c). Retention based on IC 34-13-1-1.	ENTER into the shared federal-state computer system weekly. DELETE records with U.S. DEPARTMENT OF LABOR approval ten (10) years after the end of the State Fiscal Year.