

RECORDS RETENTION AND DISPOSITION SCHEDULE

Transportation, Indiana Department of. Utilities and Railroad.

TEM RECOR NO. SERIES 1 87-207 2 85-26 3 85-27	ilities and Railroad Division:	
NO. SERIES 1 87-207 2 85-26	CORD TITLE/DESCRIPTION	RETENTION PERIOD
3 85-27	RIES (This Retention Schedule is approved on a space-available basis)	
3 85-27	07 GRADE CROSSING IMPROVEMENT FUND	TRANSFER to the RECORDS CENTER after
3 85-27	This fund is established to assist local government units	close-out of the project and after receipt
3 85-27	pay the cost of grade crossing improvement devices. The	of STATE BOARD OF ACCOUNTS Audit Report and
3 85-27	fund is 90.0% from federal sources and a local government	satisfaction of unsettled charges. TRANSFER
3 85-27	unit may apply for reimbursement of its ten per cent	to the INDIANA ARCHIVES for EVALUATION,
3 85-27	(10.0%)) matching cost. Records typically contain the	SAMPLING or WEEDING pursuant to archival
3 85-27	project information and correspondence.	principles after an additional ten (10)
3 85-27		years in the RECORDS CENTER.
		IMAGE any original hard copies according to
	This file documents when a utility has been moved by the	IARA imaging standards within three (3)
	Department, but not reimbursed for the relocation. The file	years after project completion.
	may contain an agreement and attachments including, but not	
	limited to: relocation plans with cost estimates,	After verification of electronic records
	Agreements/Subordination Agreements, federal and state	for completeness and legibility, DESTROY
	Letters of Authorization, Final Payment Package (containing	hard copies and TRANSFER one copy of
	such items as audit reports, vouchers, and the utility's final bill), certifications, transmittals, and	electronic records along with an index to
	correspondence.	the INDIANA ARCHIVES, in a format approved by Indiana Archives staff, for EVALUATION,
	correspondence.	SAMPLING and WEEDING pursuant to archival
		principles. DELETE agency copy of
		electronic records ten (10) years after the
		highway has been removed from the system.
4 85-28	UTILITY FILES-REIMBURSABLE	IMAGE any original hard copies according to
4 85-28	These utilities are compensated for relocation. The file	IARA imaging standards within three (3)
4 85-28	may contain an agreement and attachments including, but not	years after project completion.
4 85-28	limited to: relocation plans with cost estimates,	
4 85-28	Agreements/Subordination Agreements, federal and state	After verification of electronic records
4 85-28	Letters of Authorization, Final Payment Package (containing	for completeness and legibility, DESTROY
4 85-28	such items as audit reports, vouchers, and the utility's	hard copies and TRANSFER one copy of
4 85-28	final bill), certifications, transmittals, and	electronic records along with an index to
4 85-28	correspondence.	the INDIANA ARCHIVES, in a format approved
4 85-28		by Indiana Archives staff, for EVALUATION,
4 85-28		SAMPLING and WEEDING pursuant to archival
4 85-28		principles. DELETE agency copy of
4 85-28		electronic records ten (10) years after the
4 05-28	RAILROAD CROSSINGS FILE	highway has been removed from the system.
	This Division administers federal funds for improving	IMAGE any original hard copies according to IARA imaging standards within three (3)
	railroad crossing safety. The Division is responsible for	years after project completion.
	improving state, city, and county crossings. File may	reals after project completion.
	contain agreements and exhibits including but not limited	After verification of electronic records
	to: plans, invoices, purchase agreements, cost estimates,	for completeness and legibility, DESTROY
	Agreements, federal and state Letters of Authorization,	hard copies and TRANSFER one copy of
1	Final Payment Package (containing such items as audit	electronic records along with an index to
	reports, vouchers, and the utility's final bill),	the INDIANA ARCHIVES, in a format approved
	transmittals, and correspondence.	by Indiana Archives staff, for EVALUATION,
		SAMPLING and WEEDING pursuant to archival
		principles. DELETE agency copy of
		electronic records ten (10) years after the
		highway has been removed from the system.

5 85-29 RAILROAD BRIDGES IMAGE any original hard copies according to The Division works on bridges with or near railroads. This IARA imaging standards within three (3) work requires agreements with the railroads. File may years after project completion. contain agreements and exhibits including but not limited to: plans, invoices, purchase agreements, cost estimates, After verification of electronic records Agreements, federal and state Letters of Authorization, for completeness and legibility, DESTROY Final Payment Package (containing such items as audit hard copies and TRANSFER one copy of reports, vouchers, and the utility's final bill), electronic records along with an index to transmittals, and correspondence. the INDIANA ARCHIVES, in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles. DELETE agency copy of electronic records ten (10) years after the highway has been removed from the system.