



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Transportation, Indiana Department of. Utilities and Railroad.

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

5	85-29	<p><b>RAILROAD BRIDGES</b></p> <p>The Division works on bridges with or near railroads. This work requires agreements with the railroads. File may contain agreements and exhibits including but not limited to: plans, invoices, purchase agreements, cost estimates, Agreements, federal and state Letters of Authorization, Final Payment Package (containing such items as audit reports, vouchers, and the utility's final bill), transmittals, and correspondence.</p>	<p>IMAGE any original hard copies according to IARA imaging standards within three (3) years after project completion.</p> <p>After verification of electronic records for completeness and legibility, DESTROY hard copies and TRANSFER one copy of electronic records along with an index to 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.</p>
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