



RECORDS RETENTION AND DISPOSITION SCHEDULE

Transportation, Indiana Department of. Multi-Modal Planning and Programs.

Agency: Multi-Modal Planning and Programs		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	83-1271	CLASS I, II, AND III RAILROAD COMPANY ANNUAL REPORTS This record contains railroad characteristics including commodities moved and number of bridges. Disclosure of these records may be affected by IC 5-14-3-4(a)(5) and (b)(10).	IMAGE any hard copies according to IARA imaging standards. 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. MAINTAIN agency copy of electronic records permanently for agency reference use.
2	87-204	ACCIDENT REPORTS Each railroad operating in Indiana is required by the FRA to submit this report monthly. Information from accident reports is filed with the Office of Railroads by investigating agencies. Some of these reports are received in hard copy form, while others are received electronically. Disclosure of these records may be affected by 49 CFR 225.15 and 17.	IMAGE any hard copies according to IARA imaging standards. 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. MAINTAIN agency copy of electronic records permanently for agency reference use.
3	2009-03	APPLICATION FOR CONSTRUCTION WITHIN A NOISE SENSITIVE AREA, INDOT FORM 101 Applications for a permit to construct within a noise sensitive area as defined by IC 8-21-10. The permit is valid as long as the structure or airport exists.	IMAGE any hard copies according to IARA imaging standards. 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. MAINTAIN agency copy of electronic records permanently for agency reference use.
4	83-1294	MASTER PLANS & AIRPORT LAYOUT PLANS (AIP) These are approved planning documents for the airports in the State of Indiana. They are received in hard copy format and kept in the large plan file drawer.	IMAGE according to IARA imaging standards. After verification of electronic records for completeness and legibility, 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. MAINTAIN hard copy and agency copy of electronic records permanently in agency for reference use.

5	83-1296	CLOSED AIRPORT GRANTS Federal Aviation Administration (AIP) and State matching Grants for Airports in the State of Indiana. Retention based on IC 34-13-1-1.	IMAGE any hard copies according to IARA imaging standards. 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. MAINTAIN agency copy of electronic records permanently for agency reference use.
6	83-1304	PUBLIC USE AIRPORT FILES Information specific to establishment, abandonment, or compliance for a public-use airport in the State of Indiana.	IMAGE any hard copies according to IARA imaging standards. 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. MAINTAIN agency copy of electronic records permanently for agency reference use.
7	83-1305	PRIVATE USE AIRPORT FILES Information specific to establishment, abandonment, or compliance for a private-use airport in the State of Indiana.	IMAGE any hard copies according to IARA imaging standards. 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. MAINTAIN agency copy of electronic records permanently for agency reference use.
8	83-1314	AS BUILT AIRPORT RECORDS AND DRAWINGS Permanent record of construction on an airport in the State of Indiana. Includes: Federal Aid Airport Program, Development Aid Program, and Airport Improvement Program (AIP) Projects.	IMAGE any hard copies according to IARA imaging standards. 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. MAINTAIN agency copy of electronic records permanently for agency reference use.
9	87-203	INSPECTION REPORTS AND INVENTORY FILE This Office in the Multi-Modal Planning and Policy Division has employees performing all required inspections of freight-only grade crossings in this state. This file also includes crossing locations. The Federal Railroad Administration (FRA) mandates these inspections, and they are uploaded to the FRA database. This record is received electronically.	MAINTAIN electronic records permanently for agency reference use.
10	87-206	RAILROAD POLICE COMMISSIONS A ten-dollar (\$10.00) filing fee, bond, and references are required. A Commission by the Indiana Department of Transportation is good until a policeman is dismissed, deceased, retired or resigns.	IMAGE any hard copies according to IARA imaging standards and DESTROY hard copies after verification of electronic records for completeness and legibility. MAINTAIN electronic records permanently for agency reference use.

11	87-208	INDUSTRIAL RAIL SERVICE FUND LOANS The goal of this program is to provide access to capital for qualified railroads and local port authorities that operate as a railroad, pursuant to IC 8-10-5-8.1. Loans for the purchase or right-of-way or rehabilitation have been authorized. For rehabilitation projects, eight year loan terms have been authorized and twenty year loan terms for purchase of existing right-of-way have been authorized. A typical file may include project files and reports and correspondence.	IMAGE according to IARA imaging standards and DESTROY hard copies after verification of electronic records for completeness and legibility. MAINTAIN electronic records permanently for agency reference use.
12	87-210	PETITIONS FOR WAIVER A railroad must petition the Indiana Department of Transportation, Office of Rails, for permission to waive statutory safety standards. The Indiana Department of Transportation investigates and grants or denies permission. Retention based on IC 34-11-2-6, (2004 Edition)	IMAGE any hard copies according to IARA imaging standards. 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. MAINTAIN agency copy of electronic records permanently for agency reference use.
13	2018-06	GRADE CROSSING FUND GRANTS The goal of the program is to provide funding for safety improvement projects at railroad-highway crossings throughout the state. Eligible applicants are local public agencies and Class II and Class III railroads. Retention based on IC 34-13-1-1.	IMAGE according to IARA imaging standards and DESTROY hard copies after verification of electronic records for completeness and legibility. MAINTAIN electronic records permanently for agency reference use.
14	2018-07	ANNUAL TRUCK SIZE AND WEIGHT ENFORCEMENT PLANS Documentation of the annual plan developed by INDOT and Indiana State Police for enforcing federal and state truck size and weight laws and regulations. This plan is required annually by 23 CFR 657, and is submitted electronically to the Federal Highway Administration (FHWA).	MAINTAIN electronic records permanently for agency reference use.
15	2018-08	OVERSIZE/OVERWEIGHT TRUCK PERMITS - LETTERS FOR SPECIAL PERMIT APPROVALS Electronic documentation of approval granted by INDOT for variance from existing permitting rules and policies, in conjunction with a specific Oversize/Overweight permit that has been granted by the Department of Revenue - Motor Carrier Services Division.	MAINTAIN electronic records permanently for agency reference use.