



RECORDS RETENTION AND DISPOSITION SCHEDULE

Transportation, Indiana Department of. Bridge Management.

Agency: Bridge Management		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	84-123	STRUCTURE NUMBER BOOKS An index to Field Survey Books and to Bridge Structures. This record is no longer being produced by agency. Existing records maintained in the INDOT Research and Document Library as a reference source.	TRANSFER hard copy books to the INDIANA ARCHIVES for EVALUATION, SAMPLING and WEEDING pursuant to archival principles upon termination of the INDOT or its successor agencies.
2	84-129	HYDRAULIC FILES Electronic files maintained in ERMS, consisting of hydraulic calculations and recommendations, hydrology and hydraulic parameters, hydraulic model(s), hydraulic report, INDOT hydraulics memo.	DELETE agency copy 10 years after the structure is destroyed or replaced.
3	84-140	BRIDGE INSPECTION FIELD REPORTS Electronic data from District inspections of state bridges done every two (2) years, which is maintained in BIAS (Bridge Inspection Application System) and ERMS for the life of the bridge. (Data is sent to the Federal Highway Administration in electronic form). Data includes: critical findings, pictures, bridge inspections, specials inspections, complex inspections, fracture critical, border bridge info, bridge identification, plans.	TRANSFER one copy of electronic records along with an index to the INDIANA ARCHIVES after the project has been completed, in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles. DELETE agency copy of electronic records 10 years after structure is no longer operational.
4	84-141	COUNTY BRIDGE INSPECTION REPORTS Counties inspect county bridges (Structures Inventory and Appraisal) on four (4) year cycles. INDOT must approve the report. Data is maintained in BIAS and ERMS for the life of the bridge, and is sent to the Federal Highway Administration in electronic form.	TRANSFER one copy of electronic records along with an index to the INDIANA ARCHIVES after inspection is completed, in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles. DELETE agency copy of electronic records 10 years after structure is no longer operational.
5	84-144	BRIDGE CARDS Cards contain bridge information and measurements where no plans exist.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING and WEEDING pursuant to archival principles after the bridge is replaced or destroyed.