TRANSMITTAL OF PROPOSED / APPROVED RECORDS RETENTION AND DISPOSITION SCHEDULE

State Form 39443 (R8 / 9-21)

Agency	Issued by:
General Retention Schedule for All State Agencies	The Indiana Archives and Records Administration
Division *(If left blank, retention schedule applies to entire agency.)*	Records Management Division
	402 West Washington Street, Room W472
Date sent *(mm/dd/yyyy)*	Indianapolis, IN 46204
11/12/2024	rmd@iara.in.gov

SECTION I — **PROPOSED RECORDS RETENTION AND DISPOSITION SCHEDULES**

Please have your Appointing Authority (agency head) sign this sheet electronically in the blank provided under Section III, to acknowledge approval of the proposed amendments. Then, return the electronic file to IARA's Records Management Division. You will be sent a copy of the final version of the schedule after it has been approved by the Oversight Committee on Public Records.

SECTION II — **GENERAL INFORMATION**

An approved Records Retention and Disposition Schedule grants your agency the authority to transfer or destroy records on a continuing basis. Please consult the Records Coordinator and Records Center handbooks for transfer and destruction information, or contact the Indiana Archives or Records Center staff directly for guidance on their specific procedures.

Any questions concerning how to interpret the instructions in your approved retention schedule should be directed to the Records Management Division at rmd@iara.in.gov.

A retention schedule must be current to be effective. The Records Management Division will contact your Agency Records Coordinator for periodic reviews to ensure that both language and content are up to date. If your agency needs to change the schedule between those review periods, just contact the Records Management Division, and a new update project will be initiated immediately.

SECTION III — **AGENCY APPROVAL**

Agency Head e-signature

SECTION IV — **APPROVED RECORDS RETENTION AND DISPOSITION SCHEDULES**

The Oversight Committee on Public Records, at its meeting held on 11/13/2024, approved this Records Retention and Disposition Schedule for your agency.

The finalized schedule is enclosed. The Records Coordinator should retain the original and forward copies to agency staff as needed.

Indiana Archives and Records Administration e-signature of final approval

S. Gubitz

ITEM NO.	RECORD SERIES NO.	TITLE/DESCRIPTION	RETENTION PERIOD
		ADMINISTRATIVE RECORDS	
1	GRADM-1	MINUTES Official minutes of any state agency, board, commission, or of any division. Includes agendas and other supporting documents presented at the meeting. THIS IS A CRITICAL RECORD. Retention based on IC 5-15-5.1-5(a) (9), and IC 5-15-5.1-12.	TRANSFER to the INDIANA ARCHIVES for permanent archival retention five (5) years after the end of the calendar year of the meeting.
2	GRADM-2	BOARD OR COMMISSION MEETING RECORDINGS For boards or commissions that record their meetings in audiovisual or electronic formats for the purpose of transcribing the minutes.	DESTROY after relevant minutes are transcribed and approved.
3	GRADM-3	POLICY FILES – AGENCY EXECUTIVE LEADERSHIP These records document substantive actions of agency executive leadership, including appointing authorities, deputy directors/commissioners, chiefs of staff, or other positions deemed to be part of an agency's senior leadership team. These records constitute the record of an agency's performance of its functions and the formation and implementation of policy. Records may include but are not limited to correspondence, memos, and reports concerning agency policy, procedures, and program development. Disclosure of these records may be affected by IC 5-14-3-4(b) (6).	TRANSFER to the INDIANA ARCHIVES after departure from the agency or when the records no longer have business use value for the agency for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles.
4	GRADM-4	GENERAL FILES Any records that do not develop or document official agency policy, do not fall under another general or agency-specific Record Series, and are not subject to any known legislative, contract, or policy requirements that would require a longer retention period. Files may include, but are not limited to: staff responses to routine public inquiries, general information concerning an agency's events, programs, products and services, routine day-to-day office management activities and correspondence, electronic communications, and phone calls recorded for quality-assurance purposes. Records may include information subject to various disclosure restrictions; if present, that information should be destroyed in a confidential manner.	DESTROY after three (3) years.

5	GRADM-5	BUDGET WORKING PAPERS Deliberative papers related to budget formulation process for a state agency. These records may be examined by authorized staff of the State Budget Agency engaged in preparing the budget report [see IC 4-12-1-8(a)]. These records are retained by a state administrative agency and are not the records maintained by the State Budget Agency. Disclosure of these records may be affected by IC 5-14-3-4(b) (6).	TRANSFER to the RECORDS CENTER two (2) years after the end of the affected biennial budget. DESTROY after an additional six (6) years in the RECORDS CENTER.
6	GRADM-6	CODE AND RULE DRAFT WORKING PAPERS Includes records created by a state agency related to the legislature's review of proposed laws or adoption of administrative rule(s). Disclosure of these records may be affected by the discretion of a public agency per IC 5-14-3-4(b) (6).	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles, two (2) years after passage, approval, or discontinuance of the proposal.
7	GRADM-7	AS-SUBMITTED BUDGETS The agency's copy. Includes new programs requested, justifications, and breakdown of money requested. Also may include back-up media for the electronic record copy of the As-Submitted Budget.	TRANSFER to the RECORDS CENTER two (2) years after the end of the affected biennial budget. DESTROY after an additional six (6) years in the RECORDS CENTER.
8	GRADM-9	DISASTER RECOVERY AND CONTINUITY PLANS The agency copy of all Disaster Recovery/Continuity Plans, including those for electronic systems, as well as supporting documentation used in the development of the plans. Disclosure of these records may be affected by IC 5-14-3-4 (b) (19).	TRANSFER one copy of each Plan to the INDIANA ARCHIVES for permanent archival retention, upon its approval by the agency. DESTROY remaining agency copies when outdated or replaced. DESTROY supporting documentation three (3) years after current Plan is outdated or replaced.
9	GRADM-10	DOCUMENTATION OF INDIANA'S RESPONSES TO STATES OF EMERGENCY AND OTHER EVENTS OF AN HISTORIC NATURE Records of Indiana agency responses to states of emergency and other noteworthy statewide or nationwide events of an historic nature. If not otherwise notified, agencies may consult with the Indiana Archives if they believe an applicable event is occurring or has occurred. Response records document agency functions, actions, policies, procedures, and messaging during and after the event, and are not otherwise covered by GRADM-9 or an existing agency-specific emergency response series. Records may include, but are not limited to: administrative documents, electronic communications, records of assistance to or collaboration with other government entities, not-for-profit/volunteer groups, businesses, or citizens, general files, and summaries or histories written at a later date. Disclosure may be affected by IC 5-14-3-4(b)(6) and (19).	TRANSFER a COPY to the INDIANA ARCHIVES for EVALUATION, SAMPLING and WEEDING pursuant to archival principles, one (1) year after creation or publication. Manage original records under their applicable agency or General Retention Record Series.

10	GRADM-11	AGENCY ELECTRONIC SYSTEM DOCUMENTATION System documentation and configuration records on active or legacy electronic systems managed by state agencies or contracted vendors. Systems managed by the Indiana Office of Technology are covered under their agency retention schedule. This Record Series does not apply to data stored within a system, only the configuration and workflow information for the system itself. Records may include, but are not limited to: documentation of system requirements, fields, functions, workflow, backups, security, user access, requests for change, development history, and logs/reports on the status and activity of the system.	MAINTAIN system documentation file for the life of the system. DESTROY individual documents in the file three (3) years after they have been updated or replaced. DESTROY system logs/reports after three (3) months.
		ACCOUNTING RECORDS	
11	GRACC-1	BASIC ACCOUNTING RECORDS - EXPENDITURES The agency's copy of financial records and supporting documents (including cancelled checks) for all expenditures both requested and completed, unless those records are maintained under an agency-specific Record Series with an equal or greater retention period. Files include but are not limited to: payroll, budgetary appropriations and allotments, requests for proposals, vouchers and abstracts, requisitions, invoices and expenditure receipts, travel and motor pool records and requests, requests for supplies, and usage logs for paid services such as communications, software, and technical support. Disclosure of these records may be affected by IC 5-22-18-4, 26 USC 6103(n), 26 USC 7213(a) and 42 USC 405(c) (viii) (I, II, III and IV). Retention based on IC 34-13-1-1.	Records which have been submitted electronically to the STATE COMPTROLLER for payment: DESTROY after verification of receipt by the State Comptroller's office, who will retain the information under Record Series 2007-131. Records NOT submitted to the STATE COMPTROLLER: TRANSFER hard copies to the RECORDS CENTER after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges, or MAINTAIN electronic records within agency. DESTROY ten (10) years after the end of the state fiscal year, and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
12	GRACC-2	BASIC ACCOUNTING RECORDS - REVENUE RECORDS FOR COMPLETED TRANSACTIONS Receipt Forms and Cash Register Tapes, Report of Collections / Receipts (SF 14311), Cash Book or Cash Journal, Public Record Copy Request, State Form 1365, ID Bill including corresponding transmittal, Checks (for payments made to agency), other supporting revenue records. May be created or received in paper or electronic format. Retention based on IC 34-11-2-6.	TRANSFER hard copies to the RECORDS CENTER after the end of the fiscal year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional six (6) years. DELETE electronic records six (6) years after the end of the fiscal year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.

13	GRACC-5	CONTRACTS AND LEASES All contracts with vendors or other units of government to provide goods or services, including Broad Agency Announcements. Files also include working papers and similar attachments used by the agency in this process. This record series also applies to an administrative entity receiving revenue through a contract or lease, and to grants disbursed by state agencies, unless the requirements for a specific grant mandate a longer retention period. Retention based on IC 34-13-1-1.	TRANSFER to the RECORDS CENTER after expiration of the contract or agreement and receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY ten (10) years after expiration of the contract and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
		PERSONNEL RECORDS	
14	GRPER-1	EMPLOYEE ATTENDANCE REPORT AND SERVICE RECORD Series includes Employee Attendance Report, SF 14304, or its substitute; and State Employee Service Record, SF 34400. Disclosure of these records may be affected by 42 USC 405(c) (viii) (I, II, III and IV) and the discretion of a public agency per IC 5-14-3-4(b) (8). Retention based on IC 34-13-1-1.	TRANSFER to the RECORDS CENTER after the end of the fiscal year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional ten (10) years.
15	GRPER-5	PERSONNEL RECORDS – AGENCIES NOT USING STATE PERSONNEL DEPARTMENT HUMAN RESOURCE SERVICES Records including but not limited to those that document job history and job-related information such as hiring records, performance reviews, disciplinary actions, job descriptions policy acknowledgements for full-time, part-time, intermittent, and temporary state employees. Agencies that use State Personnel Department Human Resource Services should see Record Series 87-200 for retention information. Disclosure of these records may be subject to IC 5-14-3-4(b)(2)(3)(4)(6) & (8).	DESTROY ten (10) years after the employee leaves the state government agency or at the conclusion of any litigation whichever is later. MAINTAIN an employment log permanently under Record Series GRPER-15.
17	GRPER-8	AFFIRMATIVE ACTION PLANS AND POLICY STATEMENTS Plans and statements required by IC 4-15-12-5. Does not include the records of the State Personnel Department. Retention based on 29 CFR 1602.30.	DESTROY three (3) years after submission of a new plan to the State Personnel Department.
18	GRPER-9	REQUESTS FOR LEAVE Record consists of State Form 56 or its substitute. Retention partially based on IC 34-11-2-1 and IC 34-11-2-2. Exception: This Record Series does NOT apply to records relating to the Family and Medical Leave Act of 1993. Record Series GRPER-13 describes the retention requirements for such records.	DESTROY original two (2) years after the end of the affected pay period and after final adjudication of any pending litigation. DESTROY any other agency copies after the end of the affected pay period.

19	GRPER-10	EMPLOYMENT APPLICATIONS, SF 22477-NOT HIRED Series includes applications from persons seeking employment who are not hired. Series also contains vacancy notices, job information bulletins, unsolicited resumes, rejection correspondence, examination material and reports, and all other related materials. This process is now completely electronic. Disclosure of these records may be affected by the discretion of a public agency per IC 5-14-3-4(b)(8)(b).	DESTROY information (3) years after the decision not to hire.
20	GRPER-11	EMPLOYEE MEDICAL RECORDS Typical record series could include SF 34401, Employer's Report of Injury, and/or SF 2118, Report of Attending Physician, or other medical information used to document work-related illnesses or injuries. Pursuant to United States Equal Opportunity Commission rules, this information "...shall be collected and maintained...in separate medical files..." Disclosure of these records may be affected by IC 5-14-3-4(a) (9) and the discretion of a public agency per IC 5-14-3-4(b) (8) and 29 CFR 1630.14(b) (1).	DESTROY three (3) years after the employee leaves the state agency.
21	GRPER-13	FAMILY AND MEDICAL LEAVE ACT OF 1993 RECORDS Applications for Family and Medical Leave (State Form 48370 or its equivalent), and any information related to use of the Family and Medical Leave Act (FMLA) including: (1) Basic payroll and identifying employee data, (2) Dates/hours FMLA leave is taken by eligible employees, (3) Notices of leave furnished by employee under FMLA, (4) Notices given to employees as required under FMLA regulations, (5) Descriptions of employee benefits and paid/unpaid leave policies and practices, (6) Premium payments of employee benefits, (7) Records of any dispute between employer and employee regarding designation of leave as FMLA leave. NOTE: Many of these records also fall under other record series in the GRACC and GRPER sections of the General Retention Schedule, with longer retention requirements. The retention period described under GRPER-13 is the MINIMUM retention, if no other record series apply. Disclosure of these records may be affected by 29 CFR 825.500(g). Retention based on 29 CFR 825.400(b).	TRANSFER all FMLA records that fall under another Record Series to the applicable series after three (3) years, and DESTROY any remaining FMLA records.
22	GRPER-15	EMPLOYMENT LOGS Permanent list of previous employees, interns, and volunteers, including name, employment/volunteer dates, classification, and rehire eligibility status where applicable. May be maintained in paper or electronic format.	MAINTAIN permanently in agency for employment verification purposes.

		MEDICAL RECORDS	
23	GRMED-1	PRESCRIPTIONS AND PROOF-OF-USE SHEETS Disclosure of these records may be affected by IC 25-26-13-15. Retention based on IC 25-26-13-25, Version b.	DESTROY two (2) years after the year the prescription was originally filed in the pharmacy.
24	GRMED-2	EMPLOYEE HAZARDOUS EXPOSURE RECORDS Typical records could include employee exposure records and/or analyses using exposure or medical records. Disclosure of these records may be affected by IC 5-14-3-4(a) (9). Retention based on IC 22-3-7-9(f).	TRANSFER to the RECORDS CENTER after employee is separated from the agency. DESTROY after an additional thirty-five (35) years in the RECORDS CENTER.
		PUBLICATIONS	
25	GRPUB-1	AGENCY PUBLICATIONS Publications issued by state agencies that are not solely for internal use. Consult IC 4-23-7.1-26 and Indiana State Library staff for information on any additional copies required for the state's publications depository. Retention based on IC 4-23-7.1-26.	TRANSFER one (1) copy of each publication to the INDIANA ARCHIVES. DESTROY remaining copies when outdated or replaced.
26	GRPUB-2	ANNUAL REPORTS For state agencies and divisions. Consult IC 4-23-7.1-26 and Indiana State Library staff for information on any additional copies required for the state's publications depository. Retention based on IC 4-23-7.1-26.	TRANSFER one (1) copy of each report to the INDIANA ARCHIVES. DESTROY remaining copies when outdated or replaced.
		AGENCY COPIES OF RECORDS AND FORMS MANAGEMENT DOCUMENTS	
27	GRMSC-1	MICROFILM DOCUMENTATION FILE "A formal written documentation file shall be created and retained for the life of the microfilm based upon an approved retention schedule...." (60 IAC 2-2-3). See 60 IAC 2 for required contents of the file.	TRANSFER copy of the documentation file to the INDIANA ARCHIVES. DESTROY in the INDIANA ARCHIVES when or if the microfilm to which the file pertains is destroyed.
28	GRFRM-1	STATE AGENCY FORM FILE Agency’s file containing their State Form designs and supporting documents.	DESTROY when outdated or replaced.
29	GRREC-1	RECORDS RETENTION AND DISPOSITION SCHEDULE Contains a description of all records maintained by an agency, and specifies when and how an agency's records are to be disposed of.	DESTROY agency copy when replaced by a new approved schedule from the Archives and Records Administration.
30	GRREC-2	RECORDS DISPOSITION NOTIFICATIONS Used by state agencies and by the Records Center to document approved records destruction, and by the Records Center to document transfer of records from Records Center custody to the Indiana Archives. Records consist of State Form 16 or equivalent reports generated by the Records Center. Retention based on IC 34-11-2-6.	DESTROY five (5) years after the end of the fiscal year of records disposition, and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.

31	GRREC-3	RECORD TRANSMITTAL AND RECEIPT, SF 23628 Used to document the transfer of records to the State Records Center. Also used as a reference guide to retrieve records.	DESTROY after all records listed on the form have been destroyed.
32	GRREC-4	REQUEST FOR RECORD, SF 24019 Used by agencies to request records stored at the State Records Center.	DESTROY after the record or records are returned to the State Records Center.
33	GRREC-5	ACCESSION REGISTER, SF 29649 OR EQUIVALENT, AND STATE ARCHIVES RECORD TRANSMITTAL AND RECEIPT, SF 48883 The State Archives Record Transmittal and Receipt is the receipt given to the agency when transferred records are accepted in the State Archives. An Accession Register is a listing of those materials retained by the Indiana Archives once the records have been processed into the archival collections, provided on request as a reference guide for agency staff.	MAINTAIN permanently in agency for reference purposes.
VISUAL AND AUDIOVISUAL RECORDS			
34	GRPHO-1	AGENCY PHOTOGRAPHS Photographic records which are not already included as part of a more specific agency or general retention record series. Typically consists of photographs of special events and activities of the agency, such as the Combined State Campaign, Interchange photos, general circulation or special purpose periodicals, intra-office news, or other still photographs.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles one (1) year after the date of the event or activity.
35	GRPHO-2	AERIAL PHOTOGRAPHS AND AREA MAPS Aerial photographs and maps created as part of various agency projects and surveys, which are not already included as part of a more specific agency or general retention record series.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles after one (1) year.
36	GRAPH-1	TRANSPARENCIES	DESTROY one (1) year after use.
37	GRAPH-2	MISCELLANEOUS ARTWORK Drawings and artwork for handbills, flyers, posters, and other graphic art.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles one (1) year after final publication.
38	GRAPH-5	BLUEPRINTS AND SPECIFICATIONS Blueprints, building plans, and specifications for projects created or managed by a state government entity, which are not already included as part of a more specific agency or general retention record series. (Blueprints for state government buildings would fall under Record Series GRHIS-1.)	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles one (1) year after completion or closure of project.

39	GRVID-1	PERSONNEL AND STAFF TRAINING RECORDINGS Whether created internally by the agency, or acquired from an outside source. May include "role-play" sessions, management and/or supervisory instruction. Materials may include alternate audiovisual formats such as slideshows created in PowerPoint or similar presentation software.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles one (1) year after completion of training.
40	GRVID-4	ROUTINE SURVEILLANCE RECORDINGS Disclosure of these records may be affected by IC 5-14-3-4(a) and the discretion of a public agency per IC 5-14-3-4(b) (1) & (6).	DESTROY after 30 days unless one of the following conditions occurs before that time period elapses: (1) If the agency receives notice, actual or constructive, that evidence of illegal activity was captured, TRANSFER records to Record Series GRVID-7 and follow the appropriate listed retention. (2) If the agency receives notice, actual or constructive, that evidence was captured resulting in a timely notice of tort claim under IC 34-13-3-8, DESTROY three (3) years after action accrues. (3) If litigation occurs for which the record is admitted into evidence, the record becomes the responsibility of the court and is subject to Indiana Rules of Court, Administrative Rule 7.
41	GRVID-5	SCIENTIFIC OR ENGINEERING RECORDINGS Disclosure of these records may be affected by IC 5-14-3-4(a) (4) & (9), and IC 5-14-3-4(b) (1) and (5).	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles two (2) years after completion of the project or activity using the footage.
42	GRVID-6	MEETING AND AWARD PRESENTATIONS	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles one (1) year after the meeting or presentation.

43	GRVID-7	LAW ENFORCEMENT RECORDINGS Includes vehicle dash camera and body camera footage from law enforcement agencies or divisions, as well as footage from any agency that is found to depict illegal activity. Disclosure of these records may be affected by IC 5-14-3-4(a) and the discretion of a public agency pursuant to IC 5-14-3-4(b). Retention based on IC 5-14-3-5.3 (effective July 2016). This record series does not apply to the criminal history records of the Indiana State Police, pursuant to IC 5-15-5.1-5(a) (4).	DESTROY after 280 days unless one of the following conditions occurs before that time period elapses: (1) If an eligible party under IC 5.1(a) has requested a longer retention, or a complaint regarding a law enforcement activity depicted in the footage has been made, DESTROY after two (2) years. (2) If the agency receives notice, actual or constructive, that evidence was captured resulting in a timely notice of tort claim under IC 34-13-3-8, DESTROY three (3) years after action accrues. (3) If litigation occurs for which the record is admitted into evidence, the record becomes the responsibility of the court and is subject to Indiana Rules of Court, Administrative Rule 7.
OTHER GENERAL RECORDS			
44	GRHIS-1	HISTORICAL DATA ON STATE BUILDINGS AND PROPERTIES - AGENCY COPY Records may include: proposal, funding and contract history, architect, engineer and contractor information, copies of drawings, plans, specifications, change orders, alterations and repairs, property maps, and other supporting historical information.	TRANSFER to the INDIANA ARCHIVES for permanent archival retention after the destruction or removal of the building or structure or sale of property, and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
45	GRLEG-1	AGENCY LEGAL FILES Sometimes called litigation files, records may include written notice of pending or threatened litigation, records of meetings, court sessions and administrative hearings, related correspondence from agency counsel, administration, and other affected parties, and an extensive variety of supporting documentation, including fiscal and planning records. Disclosure of these records may be subject to IC 5-14-3-4(a) (1, 3, 9, and 12) and IC 5-14-3-4(b) (2, 6 and 8). Retention consistent with IC 34-11-2-6 and IC 35-41-4-2(a).	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, five (5) years after final adjudication of any litigation or administrative hearing.
46	GRAAA-1	ADMINISTRATIVE ORDERS AND PROCEDURES Orders after 06/30/1987 are required to be indexed and orders prior to that date may be indexed if a written request is received by the state agency. Disclosure of these records may be subject to IC 5-14-3-4. Retention based on IC 34-11-2-7.	TRANSFER to the RECORDS CENTER two (2) years after the final order is issued. TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after an additional four (4) years in the RECORDS CENTER.
47	GRPOST-1	MAIL AND PACKAGE DELIVERY RECORDS	DESTROY two (2) years after the month of mailing.

48	GRTRN-1	EDUCATION AND OUTREACH MATERIALS Records of non-staff training and presentations offered by an agency. (Staff training records fall under GRPER-6 for most materials, and GRVID-1 for video recordings.) May include registration and attendance records, handouts, PowerPoint slides, electronic course files, and other supporting documentation. If any of the materials handed out are an official publication of the agency, one (1) copy of that publication should be managed under RS GRPUB-1.	MAINTAIN records of any certifications granted for attending a training event until three (3) years after the certification expires. DESTROY all other materials three (3) years after presentation or outreach event.
OSHA -OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION-RECORDS			
49	GROSH-1	WORK-RELATED INJURIES AND ILLNESSES Includes OSHA Form 300: Log of Work-Related Injuries and Illnesses, OSHA Form 300A, Summary of Work-Related Injuries and Illnesses, and OSHA Form 301, Injury and Illness Incident Report, as well as any related reports, correspondence, and supporting documents. Disclosure of these records may be affected by 29 CFR 1904.29 and IC 5-14-3-4 (a) (3). Retention based on 29 CFR 1904.33.	DESTROY five (5) years after the end of the calendar year that the records cover.
50	GROSH-4	MATERIAL SAFETY DATA SHEETS (MSDS) These reports and data sheets are supplied by the manufacturer of hazardous chemicals and submitted to businesses and other organizations receiving and using the substances. One (1) report or MSDS is submitted for each chemical in accordance with federal OSHA requirements. General information, ingredients, physical data, fire and explosion hazard data and other precautions are listed to inform and protect individuals who use or are exposed to these substances and chemicals. Disclosure of these records may be affected by 29 CFR 1910.1020(f) (1) and (2), and IC 5-14-3-4(a) (4). Retention based on 29 CFR 1910.1020(d) (i) (ii) (B).	DESTROY thirty (30) years after the date the substance was last received, used, or stored in the workplace.