

## County/Local Retention Schedule Instructions

### Indiana Archives and Records Administration (IARA) – County/Local Records Management

These instructions apply to all approved County/Local Records Retention Schedules.

- 1) **Officials should first reference their office-specific Retention Schedule.** If no listed Record Series covers the record's subject matter, then refer to the County/Local General Retention Schedule (GEN). If you are still unsure, contact County Records Management at [cty@iara.in.gov](mailto:cty@iara.in.gov) for assistance.
- 2) **Copy of Record vs. Duplicate:**
  - a) A **Copy of Record** is the copy (or in special circumstances, *copies*) of a record that your agency has chosen to officially fulfill all Records Retention Schedule requirements and any other state or federal rules that affect the record.
  - b) A **Duplicate** is any other version of the record that contains the same information, but is *not* being used to fulfill records retention requirements. Unless the appropriate Record Series specifically states otherwise, Duplicates are considered non-record material and may be destroyed at any time. No permission from IARA or your County Commission of Public Records is required, and no forms need be submitted.
- 3) **Record Series listed on a retention schedule but NOT designated as PERMANENT or CRITICAL :**
  - a) **Any records may be digitized** according to OCPR Policies 20-01 and 20-02 and IARA's Electronic Records Guidelines. Once the electronic records have been verified for completeness and legibility, they can be used as a **Copy of Record** (see Item 2 above), with all records retention schedule instructions applying to them, while the original version becomes a **Duplicate** (see Item 2 above).
  - b) The Copy of Record for these records may be destroyed **ONLY** after they have reached the end of their designated retention period **AND** you have filled out a [Notice of Destruction of County/Local Government Records in Accordance with an Approved Retention Schedule](#) (SF 44905).
  - c) **After destruction**, submit a copy of the completed form to the Secretary of your county Commission of Public Records.
  - d) **If your office would prefer to donate the records to an interested historical entity instead of destroying them**, a SF 57236 must be submitted to IARA and to the county Commission of Public Records, and approval must be received from both parties.
- 4) **Record Series designated as PERMANENT or PERMANENT and CRITICAL** must be preserved permanently, but there are several options for fulfilling this requirement:
  - a) **PERMANENT vs CRITICAL Records**
    - i) **PERMANENT records** are those with long-term or permanent historical value, and must always have at least ONE Copy of Record in existence, in one or more of the locations listed below in item 4c.
    - ii) **CRITICAL records** are those without which the State of Indiana could not properly provide services or document identity and ownership of property. CRITICAL records must always have at least TWO Copies of Record, preferably in two different locations.
  - b) **FORMATS for PERMANENT and CRITICAL RECORDS**
    - i) **The Copy or Copies of Record may remain in the format of creation**, whether that is hard-copy or electronic.
    - ii) **Any records, whether hard copy or electronic, may be microfilmed** according to 60 IAC 2. Once the microfilm has been verified for completeness and legibility, it can be used as a **Copy of Record** (see Item 2 above), with all records retention schedule instructions applying to it, while the original version becomes a **Duplicate** (see Item 2 above).
    - iii) **Any records, whether hard copy or microfilm, may be digitized** according to OCPR Policies 20-01 and 20-02 and IARA's Electronic Records Guidelines. Once the electronic records have been verified for completeness and legibility, they can be used as a **Copy of Record** (see Item 2 above), with all records retention schedule instructions applying to them, while the original version becomes a **Duplicate** (see Item 2 above).
    - iv) IARA's recommended best practice is that one Copy of Record should be physical: either microfilm or paper.

c) **LOCATIONS for PERMANENT and CRITICAL RECORDS**

- i) A Copy of Record may be **maintained permanently in the office of origin.**
- ii) A Copy of Record may be **maintained by a trusted commercial or government records storage provider.**
  - (1) **Records uploaded to a state or federal database cannot be an office's Copy of Record**, unless: the State or Federal entity has volunteered their system as an official repository for such records, the system fulfills the standards of OCPD Policies 20-01 and 20-02 and IARA's Electronic Records Guidelines, AND the county/local office has permanent access to the records if needed.
  - (2) Information typed directly into a state or federal database with no original document on the county/local office's side does not constitute a record for the office.
- iii) **A request to transfer a Copy of Record to the Indiana State Archives** (SF 48883), whether hard copy, microfilmed, or electronic, may be **submitted to IARA** if storage space or ability does not allow for safely maintaining a Copy of Record elsewhere.
  - (1) However, such requests will be approved **only at the discretion of the Indiana Archives**. Title to any record transferred to the Archives transfers along with the record, per Indiana Code 5-15-5.1-11.
  - (2) If, after reviewing the SF 48883, the Indiana Archives cannot or does not wish to collect the records, Indiana Archives staff will advise the office of origin on whether the entire record must be maintained permanently by the office, or if the records may be weeded according to criteria which the Indiana Archives will provide.

5) **Records whose subject matter is not covered by ANY Record Series** on an approved retention schedule may be:

- a) **DESTROYED ONLY** after a [Request for Permission to Destroy Certain Public Records \(PR-1A\)](#) (SF 30505) has been submitted to IARA and to the county Commission of Public Records, and approval has been received from both parties.
  - b) **TRANSFERRED** to the Indiana Archives OR to a local historical entity ONLY after a [Request for Permission to Transfer Certain Public Records \(PR-1B\)](#) (SF 57236) has been submitted to IARA and to the county Commission of Public Records, and approval has been received from both parties.
  - c) **MICROFILMING and DIGITIZATION: ANY record MAY be microfilmed** according to the standards outlined in 60 IAC 2/Indiana Rules of Court Administrative Rule 6 **or digitized** according to OCPD Policies 20-01 and 20-02, and IARA's Electronic Records Guidelines. Once either format has been verified for completeness and legibility, it can be used as a **Copy of Record (see Item 2 above)**, with all records retention schedule instructions applying to it, while the original version becomes a **Duplicate (see Item 2 above)**.
- 6) **ELECTRONIC RECORDS ASSISTANCE: For any records whose original version is electronic**, or for offices wishing to duplicate records electronically, please **contact IARA's Electronic Records Program** (erecords@iara.in.gov) for additional advice and instructions on preservation.
- 7) **Litigation Holds:** No record may be destroyed or transferred to another entity if any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record is initiated or anticipated, even if the record would otherwise be eligible for destruction or transfer. Destruction or transfer may only proceed after the completion of the action and the resolution of all issues that arise from it.
- 8) **ADDITIONAL GUIDELINES**
- a) Any record or file whose contents **fall under more than one Record Series** must be maintained for the **longest applicable retention period**.
  - b) With the exception of RS GEN 10-16 and RS GEN 10-24, **specific forms or reports listed in the description of any Record Series are provided as examples**, not an exclusive or exhaustive list. If a Record Series describes the subject matter of your record, then the Record Series likely covers your record.
  - c) If you are **unsure about whether your records are covered by an existing Record Series**, please contact IARA's County/Local Records Management team (cty@iara.in.gov/317-232-3380) for advice *before* listing the record on a PR-1B (SF 57236).
  - d) **Item Numbers** on this Schedule are used for reading convenience only; **they are not a permanent part of the Record Series**. Copies of this Retention Schedule printed from the IARA website may list the Record Series in a different order due to automated sorting.

Please see IARA's [County/Local Records Custodian Handbook](#) for complete information on proper destruction procedures for eligible records.



# TRANSMITTAL OF PROPOSED / APPROVED RECORDS RETENTION AND DISPOSITION SCHEDULE


State Form 39443 (R8 / 9-21)

Agency County/Local Records	Issued by: The Indiana Archives and Records Administration
Division <i>(If left blank, retention schedule applies to entire agency.)</i> Public Safety Agencies	Records Management Division 402 West Washington Street, Room W472
Date sent <i>(mm/dd/yyyy)</i> 10/23/2023	Indianapolis, IN 46204 rmd@iara.in.gov

<b>SECTION I</b>	<b>PROPOSED RECORDS RETENTION AND DISPOSITION SCHEDULES</b>
<p>Please have your Appointing Authority (agency head) sign this sheet <u>electronically</u> 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.</p>	

<b>SECTION II</b>	<b>GENERAL INFORMATION</b>
<p>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.</p> <p>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.</p> <p>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.</p>	

<b>SECTION III</b>	<b>AGENCY APPROVAL</b>
Agency Head e-signature	

<b>SECTION IV</b>	<b>APPROVED RECORDS RETENTION AND DISPOSITION SCHEDULES</b>
<p>The Oversight Committee on Public Records, at its meeting held on <u>10/25/2023</u>, approved this Records Retention and Disposition Schedule for your agency.</p> <p>The finalized schedule is enclosed. The Records Coordinator should retain the original and forward copies to agency staff as needed.</p>	
Indiana Archives and Records Administration e-signature of final approval 	

**Public Safety Agencies Retention Schedule (PSA)**

INDIANA ARCHIVES AND RECORDS ADMINISTRATION (IARA) – County/Local Records Management

**Approved by Oversight Committee on Public Records on: 10/25/2023**

ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
<b>CASE FILES</b>			
1	PSA 17-2	ALLEGED MURDER AND LEVELS 1 THROUGH 5 FELONIES Includes Class A, B, and C felonies if committed prior to July 1, 2014. Retention based on IC 35-41-4-2(b), (c) and (d).	PERMANENT. See retention schedule instructions for format and transfer options.
2	PSA 17-6	ALLEGED LEVEL 6 FELONIES Includes Class D felonies if committed prior to July 1, 2014. Retention based on IC 35-41-4-2(a)(1).	DESTROY seven (7) years after the end of the year in which the suspect was arrested.
3	PSA 17-7	POLICE REPORTS AND CASE FILES Includes case reports and logs documenting case activity, investigation, and tracking information within the agency. Includes police reports issued to members of the public.	DESTROY three (3) years after final disposition of case.
4	PSA 17-8	MISDEMEANORS	DESTROY seven (7) years after suspect is charged.
5	PSA 17-9	STOLEN VEHICLE REPORTS	DESTROY after ten (10) years.
6	PSA 17-10	STOLEN LICENSE PLATE REPORTS	DESTROY after three (3) years.
7	PSA 17-11	EXPUNGEMENT AND RESTRICTED ACCESS REQUESTS Expungement orders and requests for restricting access to arrests and reports.	DESTROY expungement orders ten (10) years after order is signed. TRANSFER restricted access requests to the relevant case file.
8	PSA 23-01	SEX AND VIOLENT OFFENDER REGISTRY FILES Records on registered sex and violent offenders collected and created by local public safety agencies under IC 11-8-8, whether in paper/microfilm form or in an electronic system, including but not limited to the statewide Sex and Violent Offender Registry. Records used by a local public safety agency to enter data into the statewide Sex and Violent Offender Registry remain separate records which are the responsibility of the local entity to retain. Retention partially based on IC 11-8-8-4.5(b)(2)(A) and IC 34-11-2-6.	Microfilm must comply with 60 IAC 2 or Administrative Rule 7 of the Indiana Rules of Court, and electronic systems and records must meet the standards outlined in Indiana Oversight Committee on Public Records Policy 20-02. DESTROY/DELETE information six (6) years after the death of the registered individual, or 100 years after date of the individual's initial registration, whichever is sooner. DESTROY microfilm six (6) years after all registrants reflected on the roll are deceased, or 100 years after last date of registration, whichever is sooner.
9	PSA 23-02	CONFIDENTIAL INFORMANT FILES Records may include, but are not limited to: informant's name, address, telephone number, race, sex, height, hair and eye color, social security number, date of birth, criminal history report, fingerprints, photographs, names of family members, contracts or written agreements, copies of payment documentation, and law enforcement officer notes. Disclosure of these records may be affected by IC 5-14-3-4(b)(1).	DESTROY five (5) years after last documented contact with informant.
<b>COMMUNITY RELATIONS</b>			
10	PSA 17-12	CRIME PREVENTION PROGRAMS Records relating to the management of crime prevention programs. Includes, but is not limited to: Crime Stoppers, neighborhood watch, business watch, house watch.	DESTROY three (3) years after the conclusion of the program.
11	PSA 17-13	PROPERTY REGISTRATION Registration forms registering personal property with the agency for recovery if lost or stolen.	DESTROY ten (10) years after the report is filed with law enforcement agency.

**Public Safety Agencies Retention Schedule (PSA)**

INDIANA ARCHIVES AND RECORDS ADMINISTRATION (IARA) – County/Local Records Management

ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
12	PSA 17-14	<b>PERMITS GRANTED</b> Records relating to the permits issued by a public safety agency including applications for items to be registered with the agency.	DESTROY three (3) years after expiration, suspension, or revocation of permit.
13	PSA 17-15	<b>PERMITS DENIED</b> Records relating to denied permits .	DESTROY three (3) years after application request.
14	PSA 17-16	<b>RIDE-ALONG PROGRAM</b> Records relating to public participation in agency's ride-along programs.	DESTROY three (3) years after participant's ride along.
15	PSA 17-17	<b>VEHICLE AND PERSONAL PROPERTY RELEASE RECORDS</b> Records relating to the release of vehicles or personal property back to its owner.	DESTROY after three (3) years.
<b>ASSET MAINTENANCE</b>			
16	PSA 17-18	<b>AGENCY-OWNED ANIMALS</b> Records relating to horses, dogs, or other animals owned by the agency. Includes, but is not limited to: training, certification, purchasing, registration, assignment, use of animal.	DESTROY seven (7) years after removal of animal from active service.
17	PSA 17-19	<b>AGENCY-ISSUED WEAPONS AND ACCESSORIES</b> Records relating to the issuance, inspection, and maintenance of weapons and accessories issued by and/or handled by agency personnel. Includes, but is not limited to: firearms, Kevlar protection garments, and non-lethal weapons.	DESTROY three (3) years after disposal of the weapon or accessory.
18	PSA 17-20	<b>AGENCY-OWNED VEHICLES</b> Records relating to the assignment, inspection, and maintenance of agency-owned vehicles. Includes, but is not limited to: motor vehicles of any size, helicopters, and motorcycles.	DESTROY three (3) years after vehicle is no longer owned by the agency.
<b>DISPATCH</b>			
19	PSA 17-21	<b>EMERGENCY AND 911 CALLS</b> Recordings and transcriptions of calls between a private citizen and a public safety agency or dispatch staff.	DESTROY three (3) YEARS after the call or the conclusion of litigation, whichever is later.
20	PSA 17-22	<b>ALARM CALL RESPONSE</b> Reports documenting a public safety agency's response to alarms.	DESTROY after 90 days without need to file a Notice of Destruction.
21	PSA 17-23	<b>BUSINESS AND NON-EMERGENCY CALLS</b> Reports of non-emergency crimes or incidents received by public safety agencies. Excludes 911 call recordings. Includes police reports issued to members of the public.	DESTROY 90 days after report is received or conclusion of agency action, whichever is later; and without need to file a Notice of Destruction.
22	PSA 17-24	<b>RADIO LOGS</b> Logs documenting incoming/outgoing emergency radio communications.	DESTROY after 90 days without need to file a Notice of Destruction.
23	PSA 17-25	<b>RADIO TRANSMISSIONS</b> Recordings and transcriptions of radio transmissions between a public safety agency and dispatch staff.	DESTROY after 90 days without need to file a Notice of Destruction.



### Public Safety Agencies Retention Schedule (PSA)

INDIANA ARCHIVES AND RECORDS ADMINISTRATION (IARA) – County/Local Records Management

ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
<b>ADMINISTRATION</b>			
24	PSA 17-26	<p><b>CRIME STATISTIC REPORTS</b></p> <p>Includes crime statistic reports, maps, grids, announcements, and publications. Also includes any records generated in researching data for the reports.</p>	DESTROY ten (10) years after creation or publication, whichever is later.
25	PSA 17-27	<p><b>DAILY BULLETINS</b></p> <p>Includes any records generated by the agency to inform public safety agency staff or the public about current pertinent information.</p>	DESTROY after one (1) year.
26	PSA 17-28	<p><b>OFF-DUTY AUTHORIZATIONS</b></p> <p>Records relating to authorizations for public safety officials to perform off-duty law enforcement functions.</p>	DESTROY three (3) years after termination of employment.
27	PSA 17-29	<p><b>ROLL CALL RECORDS</b></p> <p>Records relating to attendance at agency briefings, meetings, and other agency activities.</p>	DESTROY after one (1) year.
28	PSA 17-30	<p><b>EVIDENCE AND PROPERTY ROOM RECORDS</b></p> <p>Includes but is not limited to records documenting the intake, management, and disposition of property acquired by the agency as potential evidence or for safekeeping. Does <b>not</b> include the property or evidence itself, or documentation that is in the sole custody of the property room and is covered under PSA 17-2, PSA 17-6, or PSA 17-8. Also does <b>not</b> include the registration form for property, which is covered under PSA 17-13.</p>	DESTROY five (5) years after final disposition of property.
29	PSA 17-31	<p><b>AGENCY INTERNAL AFFAIRS INVESTIGATION FILES (SUBSTANTIATED)</b></p> <p>Records relating to the internal review and investigation of agency employee conduct and/or allegation of misconduct or violation of agency rules/regulations, or local, state, or federal law where charges are sustained and formal agency discipline is imposed. Excludes criminal investigation files otherwise covered in this retention schedule. Excludes documentation in individual employee file. Disclosure of these records may be affected by IC 5-14-3-4(b)(1) and (8).</p>	DESTROY ten (10) years after completion of disciplinary action or conclusion of investigation, whichever is later.
30	PSA 17-32	<p><b>AGENCY INTERNAL AFFAIRS INVESTIGATION FILES (UNSUBSTANTIATED)</b></p> <p>Records relating to the internal review and investigation of agency employee conduct and/or allegation of misconduct or violation of agency rules/regulations, or local, state, or federal law where charges are not sustained and formal agency discipline is not imposed. Excludes criminal investigation files otherwise covered in this retention schedule. Excludes documentation in individual employee file. Disclosure of these records may be affected by IC 5-14-3-4(b)(1) and (8).</p>	DESTROY three (3) years after completion of investigation.



### Public Safety Agencies Retention Schedule (PSA)

INDIANA ARCHIVES AND RECORDS ADMINISTRATION (IARA) – County/Local Records Management

ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
31	PSA 17-33	<b>LAW ENFORCEMENT RECORDINGS</b> Includes vehicle dash camera, body camera, and drone video from law enforcement agencies or divisions, detention facility surveillance video excluding common or public areas (which are covered under GEN 10-43 on the County/Local General Retention Schedule), and footage from any agency that is found to depict illegal activity. Retention partially based upon IC 5-14-3-5.3.	DESTROY after 190 days unless one of the following conditions occurs before that time period elapses:  (1) If an eligible party under IC 5-14-3-5.1(a) has requested a longer retention, or a complaint regarding a law enforcement activity depicted in the footage has been made, DESTROY two (2) years after the date of recording.  (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.
32	PSA 17-34	<b>BACKGROUND CHECK REQUEST LOG &amp; REPORTS</b>	DESTROY after three (3) years.
33	PSA 17-35	<b>ARRESTEE FINGERPRINT RECORDS</b>	PERMANENT. See retention schedule instructions for format and transfer options.
34	PSA 17-36	<b>COPIES OF REQUESTED POLICE REPORTS</b>	DESTROY after one (1) year.
35	PSA 17-37	<b>COPIES OF UNIFORM CRIME REPORTS (UCR)</b> Agency's copy of UCR reports submitted to the FBI.	DESTROY after three (3) years.
36	PSA 17-38	<b>SUBPOENA REQUESTS</b>	DESTROY after four (4) years.
<b>CORRECTIONS AND JAILS</b>			
37	PSA 17-39	<b>INMATE CUSTODY FILE (18 AND OVER)</b> Records documenting the custody of inmates. Includes, but is not limited to: intake, booking, transfer, release, background information and criminal history, correspondence, disciplinary records, inmate grievances and related records, requests for religious accommodation, mail logs, visit logs, request for jail inspection records, requests for special dietary requirements, and legal records (arrest cards, court records, extradition, victim notification, etc.).	DESTROY ten (10) years after termination of incarceration.
38	PSA 17-40	<b>INMATE CUSTODY FILE (UNDER 18)</b> Records documenting the custody of inmates. Includes, but is not limited to: intake, booking, transfer, release, background information and criminal history, correspondence, disciplinary records, inmate grievances and related records, requests for religious accommodation, mail logs, visit logs, request for jail inspection records, requests for special dietary requirements, and legal records (arrest cards, court records, extradition, victim notification, etc.).	DESTROY ten (10) years after termination of incarceration or seven (7) years after inmate attains age 18, whichever is later.
39	PSA 17-41	<b>COMMISSARY ORDERS</b> Orders submitted by inmates for the purchase of commissary items.	DESTROY (3) years after the date of order and after receipt of State Board of Accounts audit and satisfaction of unsettled charges.

**Public Safety Agencies Retention Schedule (PSA)**

INDIANA ARCHIVES AND RECORDS ADMINISTRATION (IARA) – County/Local Records Management

ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
40	PSA 17-42	<b>FOOD SERVICES</b> Records relating to meals and food programs provided to the inmate population. Includes, but is not limited to, menus and inventory. Excludes special dietary requirements also contained in the Inmate Custody File (PSA 17-39 or PSA 17-40).	DESTROY (3) years after the date of order and after receipt of State Board of Accounts audit and satisfaction of unsettled charges.
41	PSA 17-43	<b>INMATE MEDICAL RECORDS (18 AND OVER)</b> Records maintained by the facility on all medical information for individual inmates, including both physical and mental health. Excludes records also contained in the Inmate Custody File (PSA 17-39). Disclosure of these records may be affected by IC 5-14-3-4(a)(9) and (b)(8) and 29 CFR 1630.14(b)(1).	DESTROY seven (7) years after provision of health-related services.
42	PSA 17-44	<b>INMATE MEDICAL RECORDS (UNDER 18)</b> Records maintained by the facility on all medical information for individual inmates, including both physical and mental health. Excludes records also contained in the Inmate Custody File (PSA 17-40). Disclosure of these records may be affected by IC 5-14-3-4(a)(9) and (b)(8) and 29 CFR 1630.14(b)(1).	DESTROY after inmate attains age 23, or seven (7) years after termination of incarceration, whichever is later.
43	PSA 17-45	<b>INMATE PROPERTY, MAIL, ACTIVITY, AND SURVEILLANCE LOGS</b> Logs separate from those contained in the inmate custody file, documenting inmate activity or movement on each floor, block or unit; surveillance and monitoring of individual or groups of inmates for security purposes; inspection and review of mail and property sent both to and from inmates.	DESTROY five (5) years after log entry.
44	PSA 17-46	<b>INMATE GRIEVANCE LOGS</b> Logs documenting grievances received from inmates.	DESTROY ten (10) years after log entry.
45	PSA 17-47	<b>INMATE POPULATION COUNTS</b>	PERMANENT. See retention schedule instructions for format and transfer options.
46	PSA 17-48	<b>WORK RELEASE RECORDS</b>	DESTROY six (6) years after release of individual from the final discharge of custody.
47	PSA 17-49	<b>INMATE TRUST FUND RECORDS</b>	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.
48	PSA 17-50	<b>ROUTINE INCIDENT REPORTS AND LOGS</b> Logs documenting visitor sign-in/sign-out, daily jail inspections, incident reports, and other routinely-generated records.	DESTROY five (5) years after log entry.
49	PSA 17-51	<b>HOME DETENTION FILES</b>	DESTROY six (6) years after release of individual from final discharge of custody.
<b>TRAFFIC ENFORCEMENT</b>			
50	PSA 17-52	<b>AUTOMATED TRAFFIC CAMERAS (INFRACTION ISSUED)</b> Images captured by automated traffic safety cameras.	DESTROY one (1) year after exhaustion of appeals process.
51	PSA 17-53	<b>AUTOMATED TRAFFIC CAMERAS (INFRACTION NOT ISSUED)</b> Images captured by automated traffic safety cameras.	DESTROY 30 days after verification that no infraction was captured, without need to file a Notice of Destruction.
52	PSA 17-54	<b>IMPOUND LOGS</b> Includes, but is not limited to, reports from tow-truck operators, impound records, and notices.	DESTROY three (3) years after log entry.



**Public Safety Agencies Retention Schedule (PSA)**

INDIANA ARCHIVES AND RECORDS ADMINISTRATION (IARA) – County/Local Records Management

ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
53	PSA 17-55	CASE PACKETS, TRAFFIC INFRACTIONS (MOVING & NON-MOVING VIOLATIONS)  Includes, but is not limited to citations, warnings, and traffic tickets.	DESTROY three (3) years after the date of order or payment, and after receipt of State Board of Accounts audit report and satisfaction of unsettled charges.
54	PSA 17-56	ACCIDENT REPORTS  Accident reports issued by law enforcement.	DESTROY three (3) years after completion of investigation, case, or civil legal matter and after all legal appeals are exhausted. If criminal charges are filed, follow the appropriate record series (PSA 17-2 or PSA 17-6).
<b>EMT</b>			
55	PSA 17-57	EMS REPORTS  Records may include but are not limited to: patient care or service refusal reports, hazardous material reports, and other documents related to an emergency services response. Retention based on 836 IAC 1-1-5(c). Disclosure of these records may be affected by IC 16-41-8-1.	DESTROY seven (7) years after emergency services response.
<b>FIREFIGHTER</b>			
56	PSA 23-03	FIRE INCIDENT REPORTS  Local records used to update NFIRS (the National Fire Incident Reporting System). Disclosure of these records may be affected by IC 16-41-8-1.	DESTROY seven (7) years after incident.
57	PSA 23-04	FIRE INVESTIGATIONS  Summaries and supporting documents for investigations and determination of fire and explosion origin and cause. Disclosure of these records may be affected by IC 16-41-8-1.	DESTROY ten (10) years after closure of investigation.
58	PSA 17-58	INSPECTIONS AND CERTIFICATIONS  Records of inspection, release, and approval by fire department for requirements such as Certificates of Occupancy, residential fire detection (smoke detectors), certification for transfer of title, and other regulations or municipal ordinances, as well as fire and life-safety inspections.	DESTROY ten (10) years after completion of the related certification or inspection.
59	PSA 17-59	ALARM SYSTEMS  Inspection and testing records for individual alarm systems. May include systems testing and certification documentation, inspection records, service contracts and reports, permits, diagrams, site information, emergency contact lists, and correspondence.	DESTROY ten (10) years after event or filing date, whichever is later.
60	PSA 17-60	FIRE SAFETY CODE VIOLATION/COMPLAINT FILES  Notification record of violations and complaints relating to the Fire Safety Code. May include time, name, address, and location of violation/complaint, complaint summaries, investigation reports, disposition, and departmental follow-ups.	DESTROY three (3) years after the conclusion of investigation of complaint or violation, if any. If no investigation, destroy three years after complaint or alleged violation.



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INDIANA ARCHIVES AND RECORDS ADMINISTRATION (IARA) – County/Local Records Management

ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
<b>FORENSIC SERVICE AGENCIES</b>			
61	PSA 17-61	<b>QUALITY MANAGEMENT AND TECHNICAL RECORDS</b> Validation records related to general quality management for laboratory testing. May include, but is not limited to: calibration, calibration check records, forensic equipment validation studies, forensic efficiency tests, reagent/instrument logs, nonconformance reports, and standard operating procedures or protocols including sample preparation, sample analysis, data reporting and instrument operation. Does <i>not</i> include staff proficiency testing.	DESTROY five (5) years after test results are completed.
62	PSA-23-05	<b>STAFF PROFICIENCY TESTING</b> Testing that confirms competency of staff who perform forensic analysis.	DESTROY ten (10) years after test results are completed.
63	PSA 17-62	<b>LABORATORY ACCREDITATION</b> Records related to the professional accreditation of a laboratory by a testing laboratory audit organization. Records may include but are not limited to: applications for accreditation, accreditation review reports, and supporting documentation.	DESTROY five (5) years after creation of record.
64	PSA 17-63	<b>FORENSIC ANALYSIS CASE FILES</b> Uniform Crime Report - Type One crimes.	PERMANENT. See retention schedule instructions for format and transfer options.
<b>MERIT BOARDS</b>			
65	PSA 17-64	<b>INVESTIGATIVE RECORDS OF MISCONDUCT</b> Disclosure of these records may be affected by IC 5-14-3-4(b)(1) and (8).	PERMANENT. See retention schedule instructions for format and transfer options.



## Public Safety Agencies Retention Schedule (PSA)

INDIANA ARCHIVES AND RECORDS ADMINISTRATION (IARA) – County/Local Records Management

**Record Series Update Overview - THIS PAGE IS NOT A RECORDS RETENTION SCHEDULE** – it is only an overview of the updates that were made to the Public Safety Agencies Retention Schedule in October 2023.

**No background:** This Record Series contains updates.

**Light Gray background:** This Record Series is being deactivated.

**Dark Gray background:** This is a brand new item.

IF YOU USED TO USE RECORD SERIES...	NOW YOU SHOULD USE RECORD SERIES...
PSA 17-1	PSA 17-2
PSA 17-2	PSA 17-2
PSA 17-3	PSA 17-2
PSA 17-4	PSA 17-2
PSA 17-5	PSA 17-6
PSA 17-6	PSA 17-6
PSA 17-7	PSA 17-7
PSA 17-11	PSA 17-11
PSA 17-12	PSA 17-12
PSA 17-13	PSA 17-13
PSA 17-14	PSA 17-14
PSA 17-15	PSA 17-15
PSA 17-16	PSA 17-16
PSA 17-18	PSA 17-18
PSA 17-19	PSA 17-19
PSA 17-20	PSA 17-20
PSA 17-30	PSA 17-30
PSA 17-31	PSA 17-31
PSA 17-32	PSA 17-32
PSA 17-33	PSA 17-33
PSA 17-35	PSA 17-35
PSA 17-39	PSA 17-39
PSA 17-40	PSA 17-40
PSA 17-41	PSA 17-41
PSA 17-42	PSA 17-42
PSA 17-43	PSA 17-43
PSA 17-44	PSA 17-44
PSA 17-45	PSA 17-45
PSA 17-46	PSA 17-46
PSA 17-47	PSA 17-47
PSA 17-55	PSA 17-55
PSA 17-56	PSA 17-56
PSA 17-57	PSA 17-57
PSA 17-58	PSA 17-58
PSA 17-60	PSA 17-60
PSA 17-61	PSA 17-61
PSA 17-62	PSA 17-62
PSA 17-63	PSA 17-63
PSA 17-64	PSA 17-64



**Public Safety Agencies Retention Schedule (PSA)**

INDIANA ARCHIVES AND RECORDS ADMINISTRATION (IARA) – County/Local Records Management

NEW RECORD SERIES	CREATED FOR...
PSA 23-01	Sex and Violent Offender Registry Files
PSA 23-02	Confidential Informant Files
PSA 23-03	Fire Incident Reports
PSA 23-04	Fire Investigations
PSA 23-05	Staff Proficiency Testing

**SUMMARY**

**Amended:** PSA 17-7, PSA 17-11, PSA 17-12, PSA 17-13, PSA 17-14, PSA 17-15, PSA 17-16, PSA 17-18, PSA 17-19, PSA 17-20, PSA 17-30, PSA 17-31, PSA 17-32, PSA 17-33, PSA 17-35, PSA 17-39, PSA 17-40, PSA 17-41, PSA 17-42, PSA 17-43, PSA 17-44, PSA 17-45, PSA 17-46, PSA 17-47, PSA 17-55, PSA 17-56, PSA 17-57, PSA 17-58, PSA 17-60, PSA 17-61, PSA 17-62, PSA 17-63, PSA 17-64

**Deactivated:** PSA 17-1, PSA 17-3, PSA 17-4, PSA 17-5

**Brand New:** PSA 23-01, PSA 23-02, PSA 23-03, PSA 23-04, PSA 23-05

**Please note changes to the cover, aka "Retention Schedule Instructions," as well.** The phrase "See Retention Schedule Instructions for format and transfer options" in the retention schedule refers to the instructions on the cover page.

If you have questions about this overview or about the County/Local Public Safety Agencies Retention Schedule, please contact IARA's County Records Management section at 317-232-3380 or [cty@iara.in.gov](mailto:cty@iara.in.gov).