

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

## 1) Reference the Appropriate Retention Schedule

Check your [office-specific Retention Schedule](#). If no Record Series applies, consult the [County/Local General Retention Schedule \(GEN\)](#). If no applicable record series is identified, contact IARA at [cty@iara.in.gov](mailto:cty@iara.in.gov) for assistance.

## 2) Copy of Record vs. Duplicate

- Copy of Record: The official version that fulfills all legal and retention requirements.
- Duplicate: Other versions that contain the same information that are not used to fulfill all legal and retention requirements.

Unless a Record Series says otherwise, duplicates may be destroyed at any time without permission.

## 3) Digitizing Records

Records may be digitized under [OCPR Policies 20-01](#), [Policies 20-02](#), and IARA's [Electronic Records Guidelines](#).

After verifying completeness and legibility, the digitized record may be used as the Copy of Record, and the original then is considered a Duplicate.

Destroy the digitized version (now the Copy of Record) only after:

- Meeting the retention period.
- Completing a [Notice of Destruction of County/Local Government Records \(SF 44905\)](#). (Once destroyed, send the completed form to the [County Commission of Public Records](#).)

## 4) Managing Permanent and Critical Records

It is a best practice to maintain a physical copy of Permanent Records. For Critical Records, it is a best practice to maintain two copies: a physical copy that acts as the Copy of Record and a second copy that can be in any of the following approved formats:

- Physical paper or electronic format.
- Verified microfilm (per 60 IAC 2).
- Verified digitized files (per OCPR Policies and Electronic Records Guidelines).

**Unsure if your record is scheduled? Need help?**

Contact [cty@iara.in.gov](mailto:cty@iara.in.gov) or (317) 232-3380.

## 5) Storage Options for Permanent and Critical Records

A Copy of Record may be stored:

- In the office of origin.
- With a trusted storage provider.
- In approved State/Federal Systems that meet standards and guarantee permanent access.

Store second copy separately to ensure continuity.

## 6) Managing Unscheduled Records

Before submitting forms for the destruction or transfer of unscheduled records, contact IARA for guidance. Approval is required prior to taking any action on unscheduled records.

## 7) Electronic Records Assistance

If you have questions about born digital records that are, or for help duplicating records electronically, contact the Electronic Records Program at [erecords@iara.in.gov](mailto:erecords@iara.in.gov).

## 8) Litigation Holds

No record may be destroyed or transferred if it is involved in or anticipated to be involved in:

- Litigation, Claims, Audits, Public Information Requests, and/or Administrative Reviews.

Destruction or transfer can only proceed after all related actions are fully resolved.

## 9) Additional Guidance

- Multiple Record Series: If a record fits multiple Record Series, follow the longest applicable retention period.
- Form Examples: Forms listed in Record Series descriptions are examples, not exhaustive.
- Item Numbers: Used for convenience and may vary in printed copies.
- State Forms: To document destruction or transfer.
  - [State Form 44905](#): To destroy records on a retention schedule.
  - [State Form 30505](#): To destroy unscheduled records or severely damaged records.
  - [State Form 57236](#): To transfer scheduled or unscheduled records to state or county/local entities.

**Please refer to the County/Local Records Custodian Handbook for additional information:**  
<https://www.in.gov/iara/files/handbook-countylocalrecordscustodian.pdf>

## TRANSMITTAL OF PROPOSED / APPROVED RECORDS RETENTION AND DISPOSITION SCHEDULE

State Form 39443 (R8 / 9-21)

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

**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	<b>CRIME STATISTIC REPORTS</b> Includes crime statistic reports, maps, grids, announcements, and publications. Also includes any records generated in researching data for the reports.	DESTROY ten (10) years after creation or publication, whichever is later.
25	PSA 17-27	<b>DAILY BULLETINS</b> Includes any records generated by the agency to inform public safety agency staff or the public about current pertinent information.	DESTROY after one (1) year.
26	PSA 17-28	<b>OFF-DUTY AUTHORIZATIONS</b> Records relating to authorizations for public safety officials to perform off-duty law enforcement functions.	DESTROY three (3) years after termination of employment.
27	PSA 17-29	<b>ROLL CALL RECORDS</b> Records relating to attendance at agency briefings, meetings, and other agency activities.	DESTROY after one (1) year.
28	PSA 17-30	<b>EVIDENCE AND PROPERTY ROOM RECORDS</b> 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.	DESTROY five (5) years after final disposition of property.
29	PSA 17-31	<b>AGENCY INTERNAL AFFAIRS INVESTIGATION FILES (SUBSTANTIATED)</b> 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).	DESTROY ten (10) years after completion of disciplinary action or conclusion of investigation, whichever is later.
30	PSA 17-32	<b>AGENCY INTERNAL AFFAIRS INVESTIGATION FILES (UNSUBSTANTIATED)</b> 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).	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	<b>CASE PACKETS, TRAFFIC INFRACTIONS (MOVING &amp; NON-MOVING VIOLATIONS)</b>  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	<b>ACCIDENT REPORTS</b>  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	<b>EMS REPORTS</b>  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	<b>FIRE INCIDENT REPORTS</b>  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	<b>FIRE INVESTIGATIONS</b>  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	<b>INSPECTIONS AND CERTIFICATIONS</b>  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	<b>ALARM SYSTEMS</b>  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	<b>FIRE SAFETY CODE VIOLATION/COMPLAINT FILES</b>  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.



**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>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 (But language has been updated.)
PSA 17-3	PSA 17-2
PSA 17-4	PSA 17-2
PSA 17-5	PSA 17-6
PSA 17-6	PSA 17-6 (But language has been updated.)
PSA 17-7	PSA 17-7 (But language has been updated.)
PSA 17-11	PSA 17-11 (But language has been updated.)
PSA 17-12	PSA 17-12 (But language has been updated.)
PSA 17-13	PSA 17-13 (But language has been updated.)
PSA 17-14	PSA 17-14 (But language has been updated.)
PSA 17-15	PSA 17-15 (But language has been updated.)
PSA 17-16	PSA 17-16 (But language has been updated.)
PSA 17-18	PSA 17-18 (But language has been updated.)
PSA 17-19	PSA 17-19 (But language has been updated.)
PSA 17-20	PSA 17-20 (But language has been updated.)
PSA 17-30	PSA 17-30 (But language has been updated.)
PSA 17-31	PSA 17-31 (But language has been updated.)
PSA 17-32	PSA 17-32 (But language has been updated.)
PSA 17-33	PSA 17-33 (But language has been updated.)
PSA 17-35	PSA 17-35 (But language has been updated.)
PSA 17-39	PSA 17-39 (But language has been updated.)
PSA 17-40	PSA 17-40 (But language has been updated.)
PSA 17-41	PSA 17-41 (But language has been updated.)
PSA 17-42	PSA 17-42 (But language has been updated.)
PSA 17-43	PSA 17-43 (But language has been updated.)
PSA 17-44	PSA 17-44 (But language has been updated.)
PSA 17-45	PSA 17-45 (But language has been updated.)
PSA 17-46	PSA 17-46 (But language has been updated.)
PSA 17-47	PSA 17-47 (But language has been updated.)
PSA 17-55	PSA 17-55 (But language has been updated.)
PSA 17-56	PSA 17-56 (But language has been updated.)
PSA 17-57	PSA 17-57 (But language has been updated.)
PSA 17-58	PSA 17-58 (But language has been updated.)
PSA 17-60	PSA 17-60 (But language has been updated.)
PSA 17-61	PSA 17-61 (But language has been updated.)
PSA 17-62	PSA 17-62 (But language has been updated.)
PSA 17-63	PSA 17-63 (But language has been updated.)
PSA 17-64	PSA 17-64 (But language has been updated.)



## 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 17-2, PSA 17-6, 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).