

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE  
NO. 612-63.A-1 ✓

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Dept. of Licensing & Regulation      Div. of Labor & Industry - Elevator Safety Inspect.

AGENCY

DIVISION

Item No.	Description	Retention
1	<p>This schedule amends schedule 612-63 dated December 21, 1987 by revising the retention time for items 1 and 2 of basic schedule.</p> <p><u>Elevator Safety Inspection Reports</u></p> <p>These forms list the current status of all elevators, dumb waiters, escalators, and handicapped devices in the State.</p>	<p>Retain for five (5) years then destroy.</p>
2	<p><u>Elevator History Files</u></p> <p>These files contain registration forms, architectural drawing permits, accident, complaint and citation information; variances, time extensions, general correspondence, and State assigned registration numbers.</p>	<p>Retain for five (5) years then destroy.</p>

Schedule Approved by Department, Agency, or Designated Representative

Schedule Authorized by Hall of Records Commission

5-29-91

*[Signature]*  
Director

7/4/91  
*[Signature]*  
State Archivist