

This schedule supersedes Schedule No: 612-63

DGS-550-1  
REV. 7/86

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE NO. 612-139

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RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF LICENSING AND REGULATION      Division of Labor and Industry  
Elevator Safety Inspection

AGENCY

DIVISION

Item No.	Description	Retention
1.	<u>ELEVATOR SAFETY INSPECTION REPORTS</u>  These forms list the current status of all elevators, dumbwaiters, escalators, and handicapped devices in the State.	Retain for the life of the unit, then destroy.
2.	<u>ELEVATOR HISTORY FILES</u>  These files contain registration forms, architectural drawings, permits, accident, complaint and citation information, variances, time extensions, general correspondence, and state assigned registration number	Retain for the life of the unit, then destroy.
3.	<u>INSPECTORS' DAILY ACTIVITY REPORTS</u>  These reports list name of inspector, date, time, location and type of inspection performed in addition to any official leave taken by employee.	Retain for eighteen (18) months, then destroy.
4.	<u>INSPECTION SCHEDULE LOG</u>  The log list scheduling assignments for each inspector. The log is maintained by geographical areas and updated on a daily basis. In addition, official leave taken by employee is documented on this log.	Retain for one (1) year, then destroy.
5.	<u>GENERAL CORRESPONDENCE</u>  This general correspondence file includes copies of interoffice memorandums, informational requests, and related material.	Retain for two (2) years, then destroy.

RECEIVED

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by

8-21-91 *Robert V. Smith*  
Date Signature Title

NOV. 21 1991 *Michael C. Papenfuss*  
Date State Archivist