



RECORDS RETENTION AND DISPOSITION SCHEDULE

Parole Board, Indiana

Agency: Indiana Parole Board		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	79-2380	EXECUTIVE ORDERS Orders from the Governor granting clemency.	TRANSFER to the Indiana Archives, after five (5) years.
2	83-1486	INDEX SHEETS Record contains petitioner's name, number, crime, and sentence as well as board member's comments and observations made during the petitioner's appearance. (Formerly R.S. #79-2378)	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING, and WEEDING pursuant to archival principles after five (5) years.
3	83-1488	CLEMENCY CASES List of cases examined and decisions made by the Commission on each session. (Formerly R.S. #79-2383)	TRANSFER to the Indiana Archives, after three (3) years.
4	83-1489	PARDONS - GRANTED Includes petition, community investigation report, support letters, minutes; may also include remissions. (Formerly R.S. #79-2385)	TRANSFER to Indiana Archives, two (2) years after the Governor granting the pardon leaves office.
5	83-1490	PARDONS - DENIED Petitioners may reapply for pardon annually and file is not outdated for at least ten (10) years; may also include remissions. (Formerly R.S. #79-2386)	TRANSFER to the Indiana Archives, after ten (10) years; may also include remissions. (Formerly R.S. #79-2386)
6	83-1491	PARDON BOOK Record is an alphabetical list of pardon decisions. Includes petitioner's name, decision, and date. (Formerly R.S. #79-2387)	After all pardon dates on each page become sixty (60) years old, TRANSFER to Indiana Archives.
7	79-2384	COMMUTED CASES Files of prisoners' sentences that have been commuted by the Governor.	TRANSFER the petition for clemency, correspondence with the petitioner and the petitioner's family, and letters from the public, to the Department of Correction Offender Packet (Record Series 86-368), immediately after commutation.
8	83-1485	STATISTICS Statistics for each institution taken from the Parole Board Minutes each month; arranged by institution for each fiscal year.	DESTROY after five (5) years.
9	83-1487	CLEMENCY PACKETS Notable components of this series include petition for clemency, correspondence with petitioner and family, letters from the public, and psychological report; may also include reprieves. (Formerly R.S. #79-2379)	TRANSFER all non-duplicate material, clemency cases currently on escape, and clemency cases-denied when the offender is mandatorily released, to the Department of Correction Offender Packet (Record Series 86-368), after the initial parole appearance. DESTROY the remainder of the file after the initial PAROLE BOARD appearance.
10	83-1492	PARDON LIST Monthly list of pardon petitions and Parole Board's recommendations and the vote.	TRANSFER to Indiana Archives, after five (5) years.
11	88-597	PAROLE BOARD ACTIONS - STATISTICAL SUMMARIES Record is a summary of the data listed on the statistics sheets.	DESTROY after ten (10) years.