



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Parole Board, Indiana

Agency: Indiana Parole Board		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	79-2380	<b>EXECUTIVE ORDERS</b> Orders from the Governor granting clemency.	TRANSFER to the Indiana Archives, after five (5) years.
2	83-1486	<b>INDEX SHEETS</b> 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	<b>CLEMENCY CASES</b> 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	<b>PARDONS - GRANTED</b> 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	<b>PARDONS - DENIED</b> Petitioners may reapply for pardon annually and file is not outdated for at least ten (10) years; may also include remissions.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	<b>PARDON BOOK</b> 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	<b>COMMUTED CASES</b> 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	<b>STATISTICS</b> 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	<b>CLEMENCY PACKETS</b> 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	<b>PARDON LIST</b> Monthly list of pardon petitions and Parole Board's recommendations and the vote.	TRANSFER to Indiana Archives, after five (5) years.
11	88-597	<b>PAROLE BOARD ACTIONS - STATISTICAL SUMMARIES</b> Record is a summary of the data listed on the statistics sheets.	DESTROY after ten (10) years.