



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Environmental Management, Department of

Agency: Environmental Management, Department of		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	2010-19	<b>ENFORCEMENT - ORDERS</b> Files consist of Final Agreed Order/Amended Agreed Orders (AO/AAO), Commissioner-s Orders (CO), and Emergency Orders (EO).	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.
2	2010-20	<b>ENFORCEMENT - SUPPORTING DOCUMENTATION</b> Files consist of Notices of Violation, Penalty Receipts, Close Out Letters, Closure Plans/Compliance Plans, Acknowledgement Letters, Resolution Letters and General Correspondence.	IMAGE according to IARA imaging standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic files ten (10) years after initial document date.
3	2010-21	<b>ENFORCEMENT - NOT FOR PUBLIC VIEW (NPV)</b> Files consist of Internal/Deliberative or otherwise confidential documents not disclosable to the public pursuant to IC 5-14-3-4 (b)(6), including but not necessarily limited to Final Briefing Memos and Referrals Forms.	IMAGE according to IARA imaging standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic files ten (10) years after initial document date.
4	2010-22	<b>BANKRUPTCY FILES</b> Entities that have filed Bankruptcy for which IDEM has confirmed a claim and submitted a Proof of Claim, which is defined as either the court has approved the amount of the claim or payment is made on the claim.	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.
5	96-113	<b>INDIANA RESPONSIBLE PROPERTY TRANSFER LAW</b> These files, collected pursuant to IC 13-25-3, contain information on disclosure documents and general information on the CERCLA list, the Emergency Planning and Community Right-to-Know Act, the Underground Storage Tank Programs and spill reports. Retention consistent with 42 USC 9603(d)(2).	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.
6	96-115	<b>FACILITY EMERGENCY CONTINGENCY PLANS</b> These plans are comparable to county emergency plans but are from numerous private industrial companies located within Indiana. Typical examples are Ashland Oil Company, Amoco Oil Company, and Hillerich and Bradsby.	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent archival retention.