



RECORDS RETENTION AND DISPOSITION SCHEDULE

Natural Resources, Department of. Forestry Division.

Agency: Forestry Division		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	2001-08	FEDERAL GRANT FILES All materials related to Federal Grant applications and recipients are now filed together, as one record series. Files may include: program narratives, Budget Information Forms (Federal 424 Forms), assurances, Interim or Final Accomplishment Reports, contracts, expenditure records, electronic-funds-transfer records, and other correspondence and related records. Retention consistent with IC 34-13-1-1.	DESTROY after ten (10) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of all unsettled charges.
2	2001-09	CLASSIFIED FOREST ACTIVE FILE The Classified Forest Program offers property tax relief to certified owners of Classified Forest land under IC 6-1.1-6. The Active File for a parcel of land may contain the initial Application (SF 19883 or equivalent), Woodland Inspection Report (no State Form Number shown), letters to the county auditor certifying land as Classified Forest as well as acknowledgement of such documents, documentation of partial withdrawals from the program (part of the land, but not all, is withdrawn), special permits for exceptions to program requirements, and correspondence either related to these items or documenting unique information about the property. Filed alphabetically by county, and then landowner name. If the entire parcel of land is sold and remains in the Classified Forest Program, the entire Active File is transferred to the name of the new landowner. If only part of the land is sold and both the new landowner and the current landowner remain in the Classified Forest Program, a copy of the initial Application is placed in the file for the new landowner, and the original Application remains in the file of the still-participating landowner who has been in the program longest. If the that landowner is withdrawn from the program at a later date, the original Application is transferred to the Active File of the next landowner, and a copy is placed in the Withdrawal File of the previous landowner. The original Application remains in an Active File until all land from the initially certified parcel has been withdrawn from the Classified Forest Program.	TRANSFER to WITHDRAWAL FILE when the parcel of land covered by the file has been withdrawn from the Classified Forest Program. If the entire parcel of land has been sold to a new landowner, TRANSFER the entire Active File to the new landowner's name. If the current landowner is being withdrawn from the Classified Forest Program, but part of the land has been sold and remains in the program, TRANSFER the original Application form to the Active File of the new landowner, and TRANSFER all other documents, including a copy of the original Application, to the WITHDRAWAL FILE for the previous landowner.

3	2001-10	CLASSIFIED FOREST WITHDRAWAL FILE A parcel of land may be withdrawn voluntarily from the Classified Forest Program by the landowner, or it may be withdrawn by the State Forester because it no longer meets the program requirements. The Withdrawal file may contain all documents from the Active File for that parcel of land, in addition to the Mandatory Withdrawal Form (SF 45841) or Voluntary Withdrawal Form (SF 19892), letters to the county auditor's office certifying the withdrawal, and confirmations of those letters. If part of the parcel of land has been sold and remains in the Classified Forest Program, then any Withdrawal File, whether for the original or subsequent landowners, will contain a copy of the initial Application; the original Application will be transferred to the Active File of the next landowner.	DESTROY ten (10) years after the parcel of land covered by the landowner's file has been withdrawn from the Classified Forest Program.
4	2001-11	CLASSIFIED FOREST ANNUAL REPORTS (SF 49274) The landowner is required to file an annual report on Classified Forest land with the State Forester, covering the condition of the land and various general information, under IC 6-1.1-6-27., 1998 Edition.	DESTROY ten (10) years after report is filed.
5	2001-12	RE-INSPECTION REPORTS The State Forester, or a deputy, is required to re-inspect each parcel of land in the Classified Forest Program every five years, pointing out any needed improvement. A report on the inspection and recommendations are given to the landowner and filed permanently in the office of the State Forester, under IC 6-1.1-6-19, 1998 Edition.	MICROFILM according to 60 IAC 2 on expiration of permit. TRANSFER original negative roll to the INDIANA ARCHIVES for permanent archival retention. MAINTAIN hard copies permanently in agency for reference use.
6	2001-13	GENERAL CLASSIFIED FOREST CORRESPONDENCE Correspondence with Classified Forest Program landowners not documenting any unique historical information about a parcel of land or supporting any of the specific documents listed in the Active File.	DESTROY ten (10) years after receipt of correspondence.
7	2001-14	CLASSIFIED FORESTS BY COUNTY DATABASE A database of general information on Classified Forests, including landowner's name, county, geographical area and other general statistics, generated from individual reports from district offices. This information is re-submitted quarterly by the district offices, at which point the previous entries become outdated. District foresters maintain their own databases with more specific statistics, from which the reports that comprise this database are generated.	DELETE current entries quarterly when replaced by new data from district offices.
8	2001-15	GENERAL CFM FILES Descriptions and correspondence relating to initial contact between the Cooperative Forest Management Section and individual landowners, not related to, or not yet related to, any specific program administered by the Cooperative Forest Management Section.	DESTROY after ten (10) years unless land becomes part of a specific program administered by the Cooperative Forest Management Section, in which case TRANSFER correspondence to the appropriate program files.
9	85-458	TIMBER BUYER'S LICENSE FILE Timber buyers must be certified to do business in Indiana (IC 25-36.5-1-2); file contains application, agent registration forms, special permission forms, filled out renewal forms for licenses and agents, surety bond form and any subsequent riders, increases or evaluations, correspondence and complaints. Disclosure of these records may be affected by IC 5-2-4-4.	TRANSFER to the RECORDS CENTER five (5) years after license becomes inactive. DESTROY in the RECORDS CENTER after an additional five (5) years.
10	85-727	RECEIPTS FOR ACCOUNTABLE FORMS Looseleaf binder contains copies of receipts for accountable forms used at eleven state forests, two state nurseries, and four state recreation areas.	DESTROY after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.

11	87-459	EASEMENT PERMITS Permits for gas lines, etc. File includes correspondence. New permits must be obtained at differing intervals depending on the type of permit. Retention based on IC 32-23-1-1.	MICROFILM according to 60 IAC 2 on expiration of permit. TRANSFER original negative roll to the INDIANA ARCHIVES for permanent archival retention. MAINTAIN hard copies permanently in agency for reference use.
12	87-461	NOMINATION FILES - BIG TREE REGISTER Nominations sent in by state residents for the largest trees of each species of trees Indiana.	TRANSFER accepted Big Tree Nominations to the BIG TREE REGISTER (87-462). DESTROY rejected nominations when outdated.
13	87-462	BIG TREE REGISTER File of the largest trees of each species in Indiana. Contains data about trees, locations, etc.	TRANSFER to the the INDIANA ARCHIVES when outdated or replaced, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles.
14	87-463	NURSERIES General information on each tree seedling nursery. Information used to generate reports on the sale of the seedlings.	DESTROY after five (5) years.
15	87-464	TREE IMPROVEMENT FILE Information on advances in the genetic strengthening of trees.	DESTROY when outdated or replaced.
16	87-466	ROADS VACATED (FOR ENVIRONMENTAL REASONS) Listing of roads vacated by Department of Natural Resources of all traffic (for environmental reasons), in accordance with IC 14-18-12.	MICROFILM annually according to 60 IAC 2. TRANSFER original negative roll to the INDIANA ARCHIVES, for permanent archival retention. MAINTAIN hard copies permanently in agency for reference use.
17	87-468	TIMBER SALES CONTRACTS Copies of contracts (kept both in forestry office and on affected properties) with timber vendors.	MICROFILM annually according to 60 IAC 2. TRANSFER original negative roll to the INDIANA ARCHIVES for permanent archival retention. MAINTAIN hard copies permanently in agency for reference use.