RECORDS RETENTION AND DISPOSITION SCHEDULE

Natural Resources, Department of. Water, Division of.

Agency: Water, Division of		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION *(This Retention Schedule is approved on a space-available basis)*	RETENTION PERIOD
1	83-741	**BENCHMARKS** Benchmarks by county.	TRANSFER to the INDIANA ARCHIVES when outdated or replaced, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles.
2	80-1512	**DOCKET FILES** Files may contain correspondence, certificates of approval, permits and permit applications, engineer and /or inspection reports, drawings, information report and notice of Violation. Dockets include Floodways, Public Lakes, Violations, Recommendations, and Dams.	IMAGE according to IARA imaging standards after closure of file. After verification of the images for completeness and legibility, TRANSFER one copy of electronic records along with an index to the INDIANA ARCHIVES, in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles, then DESTROY remaining hard copy records.
3	80-1514	**WELL LICENSE APPLICATIONS** Applications include receipts, continuing education, exams. Retention consistent with GRACC-2 on the General Retention Schedule.	TRANSFER to the RECORDS CENTER after one (1) year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY in the RECORDS CENTER after an additional six (6) years.
4	80-1518	**DAM LOCATION TOPOGRAPHIC MAPS** Approximately 735 alphabetically arranged maps covering the state.	DESTROY when outdated or replaced.
5	80-1520	**LAKE LEVEL PETITIONS** DNR is authorized by IC 13-2-13 to establish the average normal water level or area of all natural and artificial Indiana lakes, and to construct, or sponsor, and supervise the construction of dams, spillways and control works necessary to maintain the average normal lake level. This alphabetically arranged lake file consists primarily of orders and petitions required by DNR.	MICROFICHE the orders, petitions, reports and letters of transmittal upon favorable ruling by the circuit court and certification of the clerk of said court. WEED duplicates and facilitative correspondence. TRANSFER security copy of film to the Indiana Archives, for secure storage.
6	80-1528	**LAKE FILES - CORPS OF ENGINEERS** Files contain general permit information.	DESTROY when revoked or replaced.
7	80-1533	**INDIANA LAKES CARD FILE** Arranged by county, includes most of Indiana's lakes whether private or public.	TRANSFER to the INDIANA ARCHIVES when outdated or replaced, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles.
8	80-1535	**MANMADE FILLS-LAKE MICHIGAN** Includes correspondence, plat of survey, permits, application for permits, and various other survey records.	IMAGE plat of surveys, patents, legal correspondence, affidavits and permits according to IARA imaging standards after ten (10) years. DESTROY facilitative materials before imaging. After verification of the images for completeness and legibility, TRANSFER one copy of electronic records along with an index to the INDIANA ARCHIVES, in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles, then DESTROY remaining hard copy records.

9	80-1536	**CONSERVANCY DISTRICT - INCORPORATE DRAWINGS & SPECS WITH DRAWINGS** Correspondence, commission reports to court, district plan, drawings and specifications. Court has copy of District Plan and District has copy of drawings and specifications.	IMAGE according to IARA imaging standards. After verification of the images for completeness and legibility, TRANSFER one copy of electronic records along with an index to the INDIANA ARCHIVES, in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles, then DESTROY remaining hard copy records.
10	80-1540	**FLOOD CONTROL REVOLVING FUND FILES WATER SUPPLY** Fund files contain applications, correspondence, reports.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after twenty (20) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
11	80-1541	**FLOOD CONTROL REVOLVING FUND FILES FLOOD CONTROL** Fund files contain information/components similar to file above.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after ten (10) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
12	80-1551	**TITLE III WATER RESOURCES PLANNING GRANTS** Files contain correspondence, applications, vouchers, etc. Retention based on IC 34-13-1-1, consistent with GRACC-5 on the General Retention Schedule.	DESTROY ten (10) years after closure of grant and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
13	80-1556	**LAKE CONTROL STRUCTURES FILE** File includes plans, technical specifications, related correspondence, instruction sheets, and some legal documents.	IMAGE according to IARA imaging standards after completion of the project. After verification of images for completeness and legibility, TRANSFER one copy of electronic records along with an index to the INDIANA ARCHIVES, in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles, then DESTROY remaining hard copy records.
14	80-1565	**PROJECT FILES - APPLICATIONS** Includes project requests, requisitions, partial delivery reports, etc.	IMAGE according to IARA imaging standards upon approval/disapproval of the project. After verification of the images for completeness and legibility, TRANSFER one copy of electronic records along with an index to the INDIANA ARCHIVES, in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles, then DESTROY remaining hard copy records.
15	80-1573	**PROJECT FILES** Files are arranged alphabetically by stream name. Project files are those for which a water related problem exists.	IMAGE according to IARA imaging standards when outdated or replaced. After verification of the images for completeness and legibility, TRANSFER one copy of electronic records along with an index to the INDIANA ARCHIVES, in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles, then DESTROY remaining hard copy records.
16	80-1579	**SOIL CONSERVATION PROJECT FILES** The state must approve federal projects from a geological standpoint. Most projects are public. Files consist of foundation and soils reports, photographs, various research materials.	TRANSFER to the INDIANA ARCHIVES when outdated or replaced, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles.

17	80-1584	**DISCHARGE DETERMINATIONS**	IMAGE according to IARA imaging standards. DESTROY hard copies after verification of the images for completeness and legibility. DELETE electronic records after ten (10) years or when no longer required for agency reference, whichever is later.
18	80-1585	**SURFACE WATER CONTROL AND FLOOD STUDIES** Consist of hydrology studies of cities and counties. The Department of Natural Resources reviews the record and discharges are coordinated.	IMAGE according to IARA imaging standards. DESTROY hard copies after verification of the images for completeness and legibility. DELETE electronic records after six (6) years or when no longer required for agency reference, whichever is later.
19	80-1587	**GAUGE RECORD FILES** Files include rating curves, discharge measurements, rating tables, gauge descriptions, assorted correspondence, drawings, tables, and other measurements. Long term retention is needed in order to ascertain the conditions under which a structure, such as a bridge, was built.	DESTROY gauge descriptions when outdated or replaced. IMAGE all other records according to IARA imaging standards after ten (10) years. After verification of images for completeness and legibility, TRANSFER one copy of electronic records along with an index to the INDIANA ARCHIVES, in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles, then DESTROY remaining hard copy records.
20	80-1592	**MILEAGE AND STREAM FEATURES** File arrangement is by basin district.	IMAGE according to IARA imaging standards upon completion and receipt of the U.S. Geological Survey study. After verification of images for completeness and legibility, TRANSFER one copy of electronic records along with an index to the INDIANA ARCHIVES, in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles, then DESTROY remaining hard copy records.
21	80-1602	**KANKAKEE RIVER BASIN** File is the result of DNR's technical assistance to this commission. This is a multi-project study.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, on completion of the study.
22	80-1615	**GROUND WATER COUNTY FILES**	DESTROY duplicates and facilitative correspondence after one (1) year. TRANSFER investigations and reports to the INDIANA ARCHIVES when outdated or replaced, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles.
23	80-1618	**OBSERVATION WELLS FILE** File is a result of an on-site automatic record, called a hydrograph, which measures water levels. Information in these files consists of location; water level; well construction and geohydrology. Water level change sheets found in this level file are used for documenting trends.	DESTROY when outdated or replaced.
24	80-1619	**CONTAMINATION AND DISPOSAL FILE** File contains non-DNR publications and facilitative correspondence, arranged by subject.	DESTROY facilitative correspondence after three (3) years. DESTROY remaining records when outdated or replaced.
25	80-1620	**WATER CONTAMINATION AND DISPOSAL FILE** File contains non-DNR publications and facilitative correspondence, arranged by subject.	DESTROY facilitative correspondence after three (3) years. DESTROY remaining records when outdated or replaced.
26	80-1621	**QUALITY OF WATER FILES** Contains facilitative correspondence and non-DNR reports pertaining to chemical and lab analysis.	DESTROY facilitative correspondence after three (3) years. DESTROY remaining records when outdated or replaced.
27	80-1622	**WATER ANALYSIS REPORTS - COUNTIES** Reports pertain to parts per million--solids, iron, fluoride, etc. Also includes sanitary examination of water.	TRANSFER to the INDIANA ARCHIVES after twenty-five (25) years, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles.

28	80-1628	**MARION COUNTY WATER MATERIALS**	TRANSFER to the INDIANA ARCHIVES when outdated or replaced, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles.
29	80-1630	**GROUND WATER DISPLAY MATERIAL**	DESTROY when outdated or replaced.
30	80-1636	**SPECIAL PROJECTS FILE (BENCHMARK DESCRIPTIONS & ELEVATIONS BY COUN** Arranged by project.	DESTROY after publication of Benchmark Descriptions and Elevations by County.
31	80-1643	**DNR - VERTICAL CONTROL** Arranged by county.	DESTROY when outdated or replaced.
32	83-1222	**LEVELING NOTES** Survey books which are back-up field notes for benchmarks. Used to verify benchmarks elevations.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after twenty (20) years.
33	85-112	**GROUND WATER MODELING STUDIES** Studies around the state that show ground water level changes that would result from pumpage (use); reports are used to project and evaluate the impact of use in future years.	TRANSFER to the INDIANA ARCHIVES after one (1) year for EVALUATION, SAMPLING or WEEDING pursuant to archival principles.
34	85-299	**UNISSUED LICENSES** This accountable form is numbered and dated. Prior to July 1, 1983, these were metal plates; after July 1, 1983, they were issued as decals (3" X 5").	DESTROY after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
35	2019-16	**RECORD OF WATER WELL** Original water well records submitted by water well drillers under the provisions of IC 25-39 and Rule 312 IAC 13. Records also include monitoring wells and well abandonment forms.	IMAGE according to IARA imaging standards five (5) years after receipt. After verification of the images for completeness and legibility, TRANSFER one copy of electronic records along with an index to the INDIANA ARCHIVES, in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles. DESTROY hard copies after completion of INDIANA ARCHIVES transfer, or when no longer required for agency reference purposes, whichever is later.