

RECORDS RETENTION AND DISPOSITION SCHEDULE

Environmental Management, Department of. Water Quality, Office of.

_	-	lity, Office of Division:	
ΈM	RECORD	TITLE/DESCRIPTION	RETENTION PERIOD
O.	SERIES	(This Retention Schedule is approved on a space-available basis)	
1	80-747	PERMIT	IMAGE according to IARA imaging standards
		This includes National Pollutant Discharge Elimination	DESTROY hard copy after verification of
		System (NPDES) permits granted or for up to five (5) years	electronic images for completeness and
		compliance evaluation, inspection, and correspondence	legibility. CONVERT images to Computer
		concerning compliance.	Output Microfilm within one (1) year after
		Concerning Compilance.	
			imaging and TRANSFER original negative to
			the INDIANA INDIANA ARCHIVES for permaner
			archival retention.
2	2008-100	EXTERNAL REFERENCE DATA	IMAGE according to IARA imaging standards
		Water quality report references, database documentation,	DESTROY hard copy after verification of
	ĺ	and external data/information.	electronic images for completeness and
			legibility. CONVERT images to Computer
			Output Microfilm within one (1) year after
			imaging and TRANSFER original negative to
			the RECORDS CENTER.
			DESTROY microfilm and DELETE electronic
			records after a total of twelve (12) year
3	2008-101	WATER QUALITY ASSESSMENT AND REPORTING NOTES AND DRAFT	IMAGE according to IARA standards. DESTRO
		DOCUMENTS	hard copies after verification of images
			for completeness and legibility. DELETE
			electronic files after annual paper and
			electronic documents are completed, revis
			and published/submitted.
4	2008-102	EPHEMERAL GIS FILES AND ELECTRONIC WORKING DOCUMENT FILES	IMAGE according to IARA standards. DESTR
			hard copies after verification of images
			for completeness and legibility. DELETE
			electronic files after three (3) years.
5	2008-103	MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) MINIMUM CONTROL	IMAGE according to IARA imaging standards
		MEASURE CERTIFICATIONS	DESTROY hard copy after verification of
		Certification statements are submitted to IDEM for minimum	electronic images for completeness and
		control measures that are required as part of the SWQMP.	legibility. CONVERT images to Computer
		The certification statements confirm that a MS4 has	Output Microfilm within one (1) year after
		appropriate ordinances and staff in place to administer the	imaging and TRANSFER original negative to
		measure.	the INDIANA INDIANA ARCHIVES for permane
			archival retention.
6	2008-104	MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) MONTHLY	IMAGE according to IARA standards. DESTRO
		CONSTRUCTION REPORTS	hard copies after verification of images
		Monthly Construction Reports are sent to IDEM by each MS4	for completeness and legibility. DELETE
	l	administering a construction program. The report provides	Lelectronic files one (1) vear after
		administering a construction program. The report provides	electronic files one (1) year after
		information on any new construction projects and those	electronic files one (1) year after submittal.
		information on any new construction projects and those projects the MS4 has either taken compliance and/or	_
		information on any new construction projects and those projects the MS4 has either taken compliance and/or enforcement action against.	submittal.
7	2008-105	information on any new construction projects and those projects the MS4 has either taken compliance and/or enforcement action against. CONSTRUCTION PERMITS - RULE 5	submittal. IMAGE according to IARA standards. DESTR
7	2008-105	information on any new construction projects and those projects the MS4 has either taken compliance and/or enforcement action against.	submittal. IMAGE according to IARA standards. DESTR
7	2008-105	information on any new construction projects and those projects the MS4 has either taken compliance and/or enforcement action against. CONSTRUCTION PERMITS - RULE 5	submittal. IMAGE according to IARA standards. DESTRO
7	2008-105	information on any new construction projects and those projects the MS4 has either taken compliance and/or enforcement action against. CONSTRUCTION PERMITS - RULE 5 Construction permits for activities of one acre or more of	submittal. IMAGE according to IARA standards. DESTRO hard copies after verification of images
7	2008-105	information on any new construction projects and those projects the MS4 has either taken compliance and/or enforcement action against. CONSTRUCTION PERMITS - RULE 5 Construction permits for activities of one acre or more of land disturbance. Includes NOTICE OF INTENT, Construction	submittal. IMAGE according to IARA standards. DESTRO hard copies after verification of images for completeness and legibility. DELETE
		information on any new construction projects and those projects the MS4 has either taken compliance and/or enforcement action against. CONSTRUCTION PERMITS - RULE 5 Construction permits for activities of one acre or more of land disturbance. Includes NOTICE OF INTENT, Construction Plan, Plan Review, Project Correspondence, and Site Assessments.	submittal. IMAGE according to IARA standards. DESTROMAND DESTROMA
	2008-105	information on any new construction projects and those projects the MS4 has either taken compliance and/or enforcement action against. CONSTRUCTION PERMITS - RULE 5 Construction permits for activities of one acre or more of land disturbance. Includes NOTICE OF INTENT, Construction Plan, Plan Review, Project Correspondence, and Site Assessments. FEDERAL WATER POLLUTION CONTROL ACT, SECTION 319(H) GRANT	submittal. IMAGE according to IARA standards. DESTRO hard copies after verification of images for completeness and legibility. DELETE electronic files after five (5) years. IMAGE according to IARA imaging standards
		information on any new construction projects and those projects the MS4 has either taken compliance and/or enforcement action against. CONSTRUCTION PERMITS - RULE 5 Construction permits for activities of one acre or more of land disturbance. Includes NOTICE OF INTENT, Construction Plan, Plan Review, Project Correspondence, and Site Assessments. FEDERAL WATER POLLUTION CONTROL ACT, SECTION 319(H) GRANT APPLICATION AND PROJECT FILES	submittal. IMAGE according to IARA standards. DESTROMAND PRODUCT PROD
		information on any new construction projects and those projects the MS4 has either taken compliance and/or enforcement action against. CONSTRUCTION PERMITS - RULE 5 Construction permits for activities of one acre or more of land disturbance. Includes NOTICE OF INTENT, Construction Plan, Plan Review, Project Correspondence, and Site Assessments. FEDERAL WATER POLLUTION CONTROL ACT, SECTION 319(H) GRANT APPLICATION AND PROJECT FILES Application, project information and associated	IMAGE according to IARA standards. DESTRO hard copies after verification of images for completeness and legibility. DELETE electronic files after five (5) years. IMAGE according to IARA imaging standards DESTROY hard copy after verification of electronic images for completeness and
		information on any new construction projects and those projects the MS4 has either taken compliance and/or enforcement action against. CONSTRUCTION PERMITS - RULE 5 Construction permits for activities of one acre or more of land disturbance. Includes NOTICE OF INTENT, Construction Plan, Plan Review, Project Correspondence, and Site Assessments. FEDERAL WATER POLLUTION CONTROL ACT, SECTION 319(H) GRANT APPLICATION AND PROJECT FILES	IMAGE according to IARA standards. DESTRO hard copies after verification of images for completeness and legibility. DELETE electronic files after five (5) years. IMAGE according to IARA imaging standards DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer
		information on any new construction projects and those projects the MS4 has either taken compliance and/or enforcement action against. CONSTRUCTION PERMITS - RULE 5 Construction permits for activities of one acre or more of land disturbance. Includes NOTICE OF INTENT, Construction Plan, Plan Review, Project Correspondence, and Site Assessments. FEDERAL WATER POLLUTION CONTROL ACT, SECTION 319(H) GRANT APPLICATION AND PROJECT FILES Application, project information and associated	IMAGE according to IARA standards. DESTRO hard copies after verification of images for completeness and legibility. DELETE electronic files after five (5) years. 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
		information on any new construction projects and those projects the MS4 has either taken compliance and/or enforcement action against. CONSTRUCTION PERMITS - RULE 5 Construction permits for activities of one acre or more of land disturbance. Includes NOTICE OF INTENT, Construction Plan, Plan Review, Project Correspondence, and Site Assessments. FEDERAL WATER POLLUTION CONTROL ACT, SECTION 319(H) GRANT APPLICATION AND PROJECT FILES Application, project information and associated	IMAGE according to IARA standards. DESTRINARD copies after verification of images for completeness and legibility. DELETE electronic files after five (5) years. IMAGE according to IARA imaging standard. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer Output Microfilm within one (1) year after
		information on any new construction projects and those projects the MS4 has either taken compliance and/or enforcement action against. CONSTRUCTION PERMITS - RULE 5 Construction permits for activities of one acre or more of land disturbance. Includes NOTICE OF INTENT, Construction Plan, Plan Review, Project Correspondence, and Site Assessments. FEDERAL WATER POLLUTION CONTROL ACT, SECTION 319(H) GRANT APPLICATION AND PROJECT FILES Application, project information and associated	IMAGE according to IARA standards. DESTRO hard copies after verification of images for completeness and legibility. DELETE electronic files after five (5) years. IMAGE according to IARA imaging standards DESTROY hard copy after verification of electronic images for completeness and

9	2008-107	FEDERAL WATER POLLUTION CONTROL ACT SECTION 205(J) GRANT	IMAGE according to IARA imaging standards.
		APPLICATION AND PROJECT FILES	DESTROY hard copy after verification of
		Application, project information and associated	electronic images for completeness and
		correspondence.	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.
10	2008-108	FEDERAL WATER POLLUTION CONTROL ACT SECTION 104(B)	IMAGE according to IARA imaging standards.
		APPLICATIONS	DESTROY hard copy after verification of
		Applications and associated correspondence.	electronic images for completeness and
			legibility. CONVERT images to Computer
			Output Microfilm within one (1) year after
			imaging and TRANSFER original negative to
			the RECORDS CENTER.
			DESTROY microfilm and DELETE electronic
			records after a total of fifteen (15)
			years.
11	2008-109	GRAND CALUMET PROJECT	IMAGE according to IARA imaging standards.
11	2000-109	All documents, correspondence, reports, data and related	DESTROY hard copy after verification of
		materials.	electronic images for completeness and
		indicertais.	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.
12	2008-110	SEDIMENT SAMPLING	IMAGE according to IARA imaging standards.
		Quality Assurance/Quality Control plans, data reports, and	DESTROY hard copy after verification of
		related materials reviewed as a part of certain permit	electronic images for completeness and
		applications	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.
13	2008-111	TOTAL MAXIMUM DAILY LOAD (TMDL) PROJECT FILES	IMAGE according to IARA imaging standards.
		Includes data, correspondence, draft reports, final	DESTROY hard copy after verification of
		reports, and all supporting documents	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.
14	2008-93	PUBLIC WATER SUPPLY INVENTORY INFORMATION AND	IMAGE according to IARA imaging standards.
		CORRESPONDENCE	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.
15	2008-94	PUBLIC WATER SUPPLY SAMPLING RESULTS, LETTERS, AND	IMAGE according to IARA imaging standards.
		INFORMATION	DESTROY hard copy after verification of
			electronic images for completeness and
			legibility. CONVERT images to Computer
		I and the second	
			Output Microfilm within one (1) year after
			Output Microfilm within one (1) year after
			imaging and TRANSFER original negative to

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16	2008-95	SOURCE WATER AND WELLHEAD PROTECTION PLANS	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.
17	2008-96	WATER SYSTEM MANAGEMENT PLAN	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.
18	2008-97	APPLICATIONS FOR WASTEWATER TRAINING COURSE APPROVAL	IMAGE according to IARA standards. DESTROY
		Contains state application form (SF 51138) and supporting	hard copies after verification of images
		documentation, IDEM approval/disapproval letter, and course	for completeness and legibility. DELETE
		attendance roster or sign-in sheet.	electronic files four (4) years after last
		acceleration to bight in bleece.	course conducted with the relevant course
			approval number.
1.0	2000 00	DIGGUARGE MONIMORING REPORTS (DMR)	
т9	2008-98	DISCHARGE MONITORING REPORT (DMR)	IMAGE according to IARA standards. DESTROY
		Monthly discharge reports submitted by municipal and	hard copies after verification of images
		industrial National Pollutant Discharge Elimination System	for completeness and legibility. DELETE
		(NPDES) permit holders.	electronic files five (5) years.
20	2008-99	FEDERAL WATER POLLUTION CONTROL ACT SECTION 305(B)	IMAGE according to IARA standards. DESTROY
		Water quality reports, database, reach index, electronic	hard copies after verification of images
		update, and Geographic Information System (GIS) files.	for completeness and legibility.
21	80-1716	INDUSTRIAL MUNICIPAL REPORT	IMAGE according to IARA standards. DESTROY
			hard copies after verification of images
			for completeness and legibility. DELETE
			electronic files after three (3) years.
22	80-1717	MUNICIPALITY & INDUSTRIAL GENERAL	IMAGE according to IARA imaging standards.
		Records on municipality or industry prior to their	DESTROY hard copy after verification of
		receiving a National Pollutant Discharge Elimination System	electronic images for completeness and
		(NPDES) permit.	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.
23	80-1718	NON-NPDES INDUSTRY	IMAGE according to IARA standards. DESTROY
23	00 1710	Industry files on those not having National Pollutant	hard copies after verification of images
		Discharge Elimination System (NPDES) permits.	for completeness and legibility. DELETE
		Discharge Elimination System (NFDES) permits.	
2.4	80-1720	SEWER DISTRICT FILES	electronic files after three (3) years.
44	00-1/20		IMAGE according to IARA imaging standards.
		Records of the background and status of all sewer	DESTROY hard copy after verification of
	1	ldistricts.	electronic images for completeness and
		discrices.	
			legibility. CONVERT images to Computer
			legibility. CONVERT images to Computer Output Microfilm within one (1) year after
			legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to
			legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent
			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.
25	80-1722	LEGAL FILES	legibility. CONVERT images to Computer Output Microfilm within one (1) year after imaging and TRANSFER original negative to the INDIANA INDIANA ARCHIVES for permanent
25	80-1722		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.
25	80-1722	LEGAL FILES	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. IMAGE according to IARA imaging standards.
25	80-1722	LEGAL FILES Enforcement of actions taken by the "Water Pollution	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. IMAGE according to IARA imaging standards. DESTROY hard copy after verification of
25	80-1722	LEGAL FILES Enforcement of actions taken by the "Water Pollution	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. IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer
25	80-1722	LEGAL FILES Enforcement of actions taken by the "Water Pollution	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. 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
25	80-1722	LEGAL FILES Enforcement of actions taken by the "Water Pollution	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. IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer
25	80-1722	LEGAL FILES Enforcement of actions taken by the "Water Pollution	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. 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 RECORDS CENTER.
25	80-1722	LEGAL FILES Enforcement of actions taken by the "Water Pollution	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. 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 RECORDS CENTER. DESTROY microfilm and DELETE electronic
25	80-1722	LEGAL FILES Enforcement of actions taken by the "Water Pollution	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. 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 RECORDS CENTER.

26	80-753	STATE FACILITIES	IMAGE according to IARA imaging standards.
20		National Pollutant Discharge Elimination System (NPDES)	DESTROY hard copy after verification of
		permits for all state facilities.	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.
27	80-754	FEDERAL FACILITIES	IMAGE according to IARA imaging standards.
		National Pollutant Discharge Elimination System (NPDES)	DESTROY hard copy after verification of
		permits for all federal facilities.	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.
28	80-759	CERTIFIED WASTEWATER TREATMENT OPERATORS	IMAGE according to IARA standards. DESTROY
		Contains exam application(s), exam results, payment	hard copies after verification of images
		receipts for initial certification and renewal, renewal	for completeness and legibility. DELETE
		notices, continuing education credit reporting forms and	electronic files four (4) years after
		compliance information. Files are maintained as long as	becoming inactive.
		operator is active, for comparison of work and educational	
		experience. This category also includes	
		Operator-in-Training files and Not Certified files.	
		Retention based on 327 IAC 5-22.	
29	80-771	WASTE LOAD ALLOCATION RELATED MEMOS	IMAGE according to IARA standards. DESTROY
		Established limits for each town. They are revised every	hard copies after verification of images
		five (5) years.	for completeness and legibility. DELETE
			electronic files after six (6) years.
30	80-776	ORSANCO	IMAGE according to IARA imaging standards.
		Documents staff support and studies done for Indiana's	DESTROY hard copy after verification of
		representative on this Commission.	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.
31	80-781	WORKING FILES	IMAGE according to IARA standards. DESTROY
		Reference materials and working copies of information.	hard copies after verification of images
			for completeness and legibility. DELETE
			electronic files when outdated or replaced.
32	80-796	REFERENCE FOR EQUIPMENT	IMAGE according to IARA standards. DESTROY
			hard copies after verification of images
			for completeness and legibility. DELETE
		TIVE OF FRANK AND ATTENDED	electronic files after one (1) year.
, , ,		TIME OF TRAVEL AND MILEAGE DISTANCES OF STREAMS	IMAGE according to IARA standards. DESTROY
3.5	80-801		hand make see to the contract of the contract
33	80-801		hard copies after verification of images
33	80-801		for completeness and legibility. DELETE
			for completeness and legibility. DELETE electronic files when outdated or replaced.
	80-802	SURFACE WATER QUALITY DATA	for completeness and legibility. DELETE electronic files when outdated or replaced. IMAGE according to IARA imaging standards.
		SURFACE WATER QUALITY DATA Surface Water quality monitoring data.	for completeness and legibility. DELETE electronic files when outdated or replaced. IMAGE according to IARA imaging standards. DESTROY hard copy after verification of
			for completeness and legibility. DELETE electronic files when outdated or replaced. IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and
			for completeness and legibility. DELETE electronic files when outdated or replaced. IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to Computer
			for completeness and legibility. DELETE electronic files when outdated or replaced. 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
			for completeness and legibility. DELETE electronic files when outdated or replaced. 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
			for completeness and legibility. DELETE electronic files when outdated or replaced. 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

2 -	00 005	THRUMBETAL MAGNE OPERATOR PERMITS	TMACH agranding to TAPA in 1
35	80-807	INDUSTRIAL WASTE OPERATION PERMITS	IMAGE according to IARA imaging standards.
		These permits are required for the operation of any	DESTROY hard copy after verification of
		wastewater treatment facility from which there is no	electronic images for completeness and
		discharge or which discharges into a municipal sewage	legibility. CONVERT images to Computer
		treatment plant. (i.e. Pretreatment Permits).	Output Microfilm within one (1) year after
			imaging and TRANSFER original negative to
			the INDIANA INDIANA ARCHIVES for permanent
			archival retention.
26	80-808	PERSONAL PROPERTY TAX FILE	IMAGE according to IARA standards. DESTROY
30	80-808		_
		Personal property tax deduction for a certified geothermal	hard copies after verification of images
		system or device. Records include application, State Form	for completeness and legibility. DELETE
		18895, and any and all requested information from the	electronic files after six (6) years.
		property owner. Disclosure of these records may be affected	
		by IC 6-1.1-35-9.	
37	80-809	SECTION 401 WATER QUALITY CERTIFICATION (WQC) OR STATE	TRANSFER to INDIANA ARCHIVES for
		REGULATED WETLAND PERMIT (SRW) DECISIONS	EVALUATION, SAMPLING and WEEDING pursuant
		Site-specific or general. Individuals must receive a WQC	to archival principles, five years after
		from the state before being granted a federal permit or	the later of the following: mitigation
		license. Discharge of fill into an isolated wetland	release or authorization expires.
			resease of auctionization expires.
		requires an SRW authorization. Contains letters,	
	00 57	applications, notifications, and supporting documentation.	
38	83-714	MUNICIPAL MONTHLY REPORTS OF OPERATION (MRO)	IMAGE according to IARA standards. DESTROY
		Monthly reports of operation submitted by the municipality.	hard copies after verification of images
			for completeness and legibility. DELETE
			electronic files after five (5) years.
39	83-715	INDUSTRIAL MONTHLY REPORTS (MMR)	IMAGE according to IARA standards. DESTROY
		Monthly monitoring reports submitted by the industry.	hard copies after verification of images
			for completeness and legibility. DELETE
			electronic files after five (5) years.
40	85-521	MUNICIPAL WATER WORKS AND WATER WORKS PROMOTIONS	IMAGE according to IARA imaging standards.
		Record contains files on existing municipal waterworks. It	DESTROY hard copy after verification of
		also includes correspondence and related information from	electronic images for completeness and
		municipalities trying to promote a public water supply	legibility. CONVERT images to Computer
		facility. Includes records previously covered under R.S.	Output Microfilm within one (1) year after
		Numbers 85-522, 85-523, 85-526, 85-528, and 85-529.	imaging and TRANSFER original negative to
			the INDIANA INDIANA ARCHIVES for permanent
			archival retention.
41	85-524	NPDES WATER WORKS CORRESPONDENCE	IMAGE according to IARA imaging standards.
		Correspondence & NPDES (National Pollutant Discharge	DESTROY hard copy after verification of
		Elimination System) permits with cities and towns needing	electronic images for completeness and
		permits for point source discharges.	legibility. CONVERT images to Computer
		r	Output Microfilm within one (1) year after
			imaging and TRANSFER original negative to
			the INDIANA INDIANA ARCHIVES for permanent
			archival retention.
42	85-533	CROSS CONNECTIONS CONTROL FILES	IMAGE according to IARA standards. DESTROY
			hard copies after verification of images
			for completeness and legibility. DELETE
			Tor compresented and regioning. Dillin
			electronic files after three (3) years.
43	85-534	CROSS CONNECTIONS, SEMI-ANNUAL INSPECTION REPORTS	
43	85-534	CROSS CONNECTIONS, SEMI-ANNUAL INSPECTION REPORTS These are reports submitted for review by the Public Water	electronic files after three (3) years. IMAGE according to IARA standards. DESTROY
43	85-534	These are reports submitted for review by the Public Water	electronic files after three (3) years. IMAGE according to IARA standards. DESTROY hard copies after verification of images
43	85-534		electronic files after three (3) years. IMAGE according to IARA standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE
		These are reports submitted for review by the Public Water Supply Division.	electronic files after three (3) years. IMAGE according to IARA standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic files after one (1) year.
	85-534 85-535	These are reports submitted for review by the Public Water Supply Division. DISEASE OUTBREAKS, TORNADO DISASTERS, FLOODS ETC.	electronic files after three (3) years. IMAGE according to IARA standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic files after one (1) year. IMAGE according to IARA imaging standards.
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		These are reports submitted for review by the Public Water Supply Division. DISEASE OUTBREAKS, TORNADO DISASTERS, FLOODS ETC. Files have correspondence, investigation information and	electronic files after three (3) years. IMAGE according to IARA standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic files after one (1) year. 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

4.5	TOE E27	PURE TO MARKE GURDETTIC MONTHLY IN DEPONDED OF ODERNATION	TMAGE
45	85-537	PUBLIC WATER SUPPLIES MONTHLY REPORTS OF OPERATION	IMAGE according to IARA standards. DESTROY
			hard copies after verification of images
			for completeness and legibility. DELETE
			electronic files after five (5) years.
46	85-538	PUBLIC WATER SUPPLIES OPERATOR CERTIFICATION CORRESPONDENCE	IMAGE according to IARA standards. DESTROY
			hard copies after verification of images
			for completeness and legibility. DELETE
			electronic files ten (10) years after the
			file becomes inactive.
47	86-172	PLANS AND SPECIFICATIONS - MUNICIPAL AND INDUSTRIAL	IMAGE according to IARA imaging standards.
		SEWER/WASTEWATER TREATMENT	DESTROY hard copy after verification of
		These are plans and specifications for non-United States	electronic images for completeness and
		Environmental Protection Agency (US EPA) funded	legibility. CONVERT images to Computer
		construction projects and are sent to this office for	Output Microfilm within one (1) year after
		approval provided they meet state guidelines. Record	imaging and TRANSFER original negative to
		includes approved plans specifications for municipal,	the INDIANA INDIANA ARCHIVES for permanent
		industrial state and federal sewer and/or wastewater	archival retention.
		treatment projects.	
48	86-173	PERSONAL PROPERTY TAX EXEMPTION FILE	IMAGE according to IARA standards. DESTROY
		IC 6-1.1-10-10 requires the Indiana Department of	hard copies after verification of images
		Environmental Management to certify claims for tax	for completeness and legibility. DELETE
		exemptions for Water Pollution Control Facilities. These	electronic files ten (10) years after
		files include copies of "Form 103-P, Claim for Air or Water	receipt of STATE BOARD OF ACCOUNTS audit
		Pollution Control Facilities," and a file copy of its	report and satisfaction of unsettled
		certification letter. The original claim form is sent to	charges.
		the County Assessor-s Office. Files arranged by county.	
		Disclosure of these records may be affected by IC	
		6-1.1-35-9.	
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