



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Natural Resources, Department of. State Parks And Reservoirs.

Agency: State Parks And Reservoirs		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	81-966	<b>SPECIAL STUDIES</b> Special studies conducted by park or non-park personnel on visitor use, income, expenses, attendance, archaeology, history, or natural phenomenon. Some studies have historical importance to the Division of State Parks.	TRANSFER to the Indiana Archives after five (5) years.
2	2005-11	<b>RELEASE FOR CLEANING OR DAMAGE TO DNR CABINS, RECREATION BUILDINGS, AND RELATED STRUCTURES</b> This is an acknowledgement of responsibility for potential damages to DNR structures, signed by patrons and left as security while the patrons are using park facilities. Forms include a fee schedule for potential damages, and collect credit card and personal identification information for the purposes of making a claim if damages occur.  DNR's Standard Operating Procedures for Campground Reservation Systems require that any claim of damage to the facilities be filed within seven (7) days after the patron's departure. If no claim is filed during that seven day period, the damage release form becomes obsolete.	TRANSFER records on which claims have been filed to GRACC-5 on the General Retention Schedule.  DESTROY records on which no claim has been filed after seven (7) days.
3	81-903	<b>RECORDS AND FILES SYSTEM</b> Contains an explanation of the file coding system, the record retention system, and all documents pertaining to it.	DESTROY when outdated or replaced.
4	81-907	<b>OPERATIONS MANUAL</b> Manuals which detail how to carry out various jobs. Included are DNR Accounting and Control Manual, and Training Manual and various equipment manuals.	DESTROY when outdated or replaced.
5	81-915	<b>FEES AND CHARGES REQUESTS AND JUSTIFICATION</b> Requests for any changes to fees or charges submitted to the Natural Resources Commission.	DESTROY two (2) years after any new approval by the NATURAL RESOURCES COMMISSION.
6	81-917	<b>AUDITS (DIVS COPY OF INTERNAL AUDIT REP)</b> Contains documents detailing audits of accountable forms, petty cash, change fund, and other fiscal accountability. Originals are maintained in DNR's Internal Audit Section.	DESTROY after one (1) year.
7	81-921	<b>RECEIPT FOR ACCOUNTABLE FORMS, SF # 4608</b> Includes records of accountable forms assigned to Property Managers and others, along with related material. The master inventory book of accountable forms is no longer maintained.	DESTROY five (5) years after the end of the fiscal year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
8	81-925	<b>RULES AND REGULATIONS FOR PURCHASING</b> Contains present information on rules and procedures for various methods of purchasing. This is included in the Accounting and Control Manual.	DESTROY when outdated or replaced.
9	81-928	<b>INN MAINTENANCE, REPAIR AND REPLACEMENT ACCOUNT</b> Also called the five per cent (5 %) fund, a typical account file includes a checkbook, bank statements, cancelled checks, expenditure requests, paid invoices and a Department of Natural Resources Internal Audit Report. Retention based on IC 34-13-1-1 and IC 34-13-1-2.	TRANSFER to the RECORDS CENTER after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional ten (10) years in the RECORDS CENTER. TOTAL RETENTION: Ten (10) years after STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
10	81-930	<b>EXCESS PROPERTY</b> Material related to acquiring of excess property from the State Surplus Property Section. It includes rules, procedures, and transfer documents.	DESTROY after three (3) years.

11	81-935	<b>SALVAGE AND SALE OF PROPERTY</b> Approvals from Department of Administration to dispose of surplus property.	DESTROY after three (3) years.
12	81-936	<b>ACCIDENTS AND ROBBERIES (INVESTIGATIONS AND REPORTS; OTHER THAN WORKER'S COMP)</b> Accident reports and copies of investigations by law enforcement personnel for accidents to employees, guests, vehicles, and property, and investigative reports on robberies, thefts, and fires other than Workers' Compensation Reports. Retention based on IC 34-11-2-7.	DESTROY six (6) years after final resolution of the investigation and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
13	81-937	<b>SPECIAL USE PERMITS</b> Original group camp permits, recreation building permits, special events permits, and any other special permits. Division agreements have been replaced by GRACC-5 on the General Retention Schedule. Retention based on IC 34-11-2-6.	DESTROY five (5) years after the end of the calendar year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
14	81-938	<b>GATE WAIVERS</b> Inn, voluntary work groups, school groups, and other state agencies. These agreements waive the gate fees for groups for specific reasons. Contains waiver documents and correspondence.	DESTROY after two (2) years.
15	81-939	<b>NATURAL PHENOMENON - COLLECTING PERMITS</b> Granted to qualified individuals to collect items from the park or to study some natural phenomenon.	DESTROY after two (2) years.
16	81-942	<b>VACATION OF A PUBLIC HIGHWAY</b> Pursuant to IC 14-18-12-1, whenever the Director [of the Department of Natural Resources] determines that the proper operation or administration of a (1) state park (2) state forest (3) state game preserve; or (4) scenic or historic place necessitates the abandonment of all or part of a public highway, except a state highway, that is located on or within the boundaries of the property, the Director may issue an order vacating all or part of the public highway. Typical file contains the vacation proposal, legal road description, map showing the area to be vacated, any correspondence, and the final order of vacation from the Director of the Department of Natural Resources.	TRANSFER to the INDIANA ARCHIVES, if or when the portion of the roadway vacated becomes a public highway again.
17	81-943	<b>SIGNS REGISTRATIONS</b> Copies of legal registration of all signs posted in parks. Originals sent to Division of Enforcement.	RETAIN copy at each park until outdated or replaced.
18	81-951	<b>FACILITY MAINTENANCE ISSUES</b> Correspondence and documents relating to new construction, rehabilitation, and maintenance of structures within the Division of State Parks and Reservoirs. Includes the (now) former Record Series Numbers (R.S. #s) 81-961, 81-962, and 81-963. Record does not contain any contracts or supporting documents. May also include constructin plans, rehabilitation and repair plans and preventive maintenance plans.	TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles two (2) years after completion of the project.
19	81-956	<b>CRR RECORDS (CONSTRUCTION, REHABILITATION AND REPAIR)</b> Original copies of documents relating to CRR projects, including new construction, repair and rehabilitation. Includes employee roster application and semi-monthly payroll record. Retention based on IC 34-13-1-1 and IC 34-13-1-2.	DESTROY ten (10) years after project completion, after any contract expiration and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
20	81-958	<b>MASTER PLANS</b> Copies of master plans for the parks.	TRANSFER MASTER PLAN to Indiana Archives whenever a master park plan is revised. One current copy of each park plan retained in Division Library. DESTROY copies when outdated or replaced.
21	81-960	<b>MANAGEMENT PLANS</b> Original copy of biennial management plans prepared by each property for use in the Division's budget and properties' management.	TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles four (4) years after the end of the biennium.

Approved by the Indiana Oversight Committee on Public Records

22	81-965	<b>SITE CHANGE REQUESTS, SF 36794</b> Requests from properties for changes in sites at the parks, such as for new buildings, razing structures, redesign, etc.	DESTROY after three (3) years.
23	81-969	<b>MAPS AND SIGNS - CORRESPONDENCE</b> Correspondence relating to park maps and signs, including drafts of maps and notes on revisions.	DESTROY when outdated or replaced.
24	81-971	<b>FILMS AND SLIDES</b> Includes slide file and correspondence relating to films and slide shows.	TRANSFER to the Indiana Archives when outdated or replaced.
25	81-976	<b>CAMPGROUND RESERVATION SYSTEMS (CORRESPONDENCE)</b> Correspondence and reports on the reservation systems for the campgrounds.	TRANSFER to Indiana Archives, after five (5) years for WEEDING.
26	81-977	<b>GROUP CAMPS (CORRESPONDENCE)</b> Correspondence and State Board of Health reports on the group camps.	TRANSFER to Indiana Archives, after five (5) years for WEEDING.
27	81-979	<b>NATURALIST ACTIVITIES</b> Correspondence and reports on the activities of the state park naturalist service.	DESTROY after three (3) years.
28	81-980	<b>GENERAL OPERATING PROCEDURES</b> Correspondence and reports on general operating procedures governing the parks. Included are files on security and safety, grounds maintenance, equipment use, gate operation, maintenance crews, and related areas.	DESTROY after three (3) years.
29	81-982	<b>CULTURAL ARTS - GENERAL (CORRESPONDENCE)</b> Correspondence and reports on the cultural arts program, including information on performers, auditions, publicity, exhibits, evaluations, folk art, and the photography contest.	DESTROY after three (3) years.
30	81-983	<b>HISTORY OF THE DIVISION OF STATE PARKS AND RESERVOIRS</b> Correspondence and information related to the history of the parks, including social and natural history and park dedications.	TRANSFER to the Indiana Archives after five (5) years.
31	83-1494	<b>INN REGISTRATION (COMPUTER RECORD)</b> Data is maintained in a computer system. State Form 28 is no longer used. Retention based on IC 34-11-2-6.	ELECTRONICALLY DELETE five (5) years after the end of the fiscal year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
32	83-1496	<b>RESERVATION DEPOSIT RECEIPT (COMPUTER RECORD)</b> An advance paid reservation is now maintained electronically in a computer system and the DNR form is no longer used. Retention based on IC 34-11-2-6.	ELECTRONICALLY DELETE five (5) years after the end of the fiscal year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
33	83-1497	<b>STATE PARK INN MONTHLY PROFIT AND LOSS STATEMENT</b> This is now a monthly report and not a DNR form. A private accounting firm performs an audit and submits the report to the Division of State Parks and Reservoirs. The report contains a balance sheet and all the elements of the previous "statement." Retention based on IC 34-13-1-1 and IC 34-13-1-2.	DESTROY ten (10) years after the end of the fiscal year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
34	83-1506	<b>WORKER'S COMPENSATION - PHOTOCOPIES</b> Record consists of photocopies of State Parks Inns' employees workers' compensation claim reports retained in the Division of State Parks and Reservoirs. These are not reports or claims of state employees. Official copy is located in the WORKERS' COMPENSATION BOARD. Retention based on IC 22-3-2-13, (1998 Edition).	DESTROY two (2) years after the cause of action accrues.
35	83-1518	<b>1 1/2% APPROVAL</b> This activity is for advertising and supporting documents maintained in this Division. Typical one and one-half percent (1 1/2 %) approval documents include invoices, proof of performance, and check number. Retention based on IC 34-13-1-1 and IC 34-13-1-2.	DESTROY ten (10) years after the end of the fiscal year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.

36	83-746	<b>MINOR CONCESSIONS FILE</b> Properties concessions file which includes insurance reports, bond report, inspection report, monthly report, internal yearly audit report, utilities report, correspondence, and contracts. Retention based on IC 34-13-1-1 and IC 34-13-1-2.	TRANSFER to the RECORDS CENTER after contract expiration and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional ten (10) years in the RECORDS CENTER. TOTAL RETENTION: Ten (10) years after contract expiration and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
37	83-747	<b>MAJOR CONCESSION FILES</b> This file includes an insurance report, utility report, contracts and supporting documents, long term leases, payment records, Department of Natural Resources internal audit reports, sales reports, rate information and rate requests, a water usage agreement and development plans. Retention based on IC 34-13-1-1 and IC 34-13-1-2.	TRANSFER to the RECORDS CENTER after contract expiration and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional ten (10) years in the RECORDS CENTER. TOTAL RETENTION: Ten (10) years after contract expiration and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
38	83-749	<b>INTERNAL AUDIT REPORT FOR INNS</b>	DESTROY ten (10) years after the end of the fiscal year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
39	83-755	<b>VENDOR'S PERMIT FOR OPERATION, SF 32692</b> Duplicate permit with the original being retained by the vendor. This is a one (1) to ten (10) day temporary permit for a vendor to operate a concession for specific events. A fee may be required. Retention based on IC 34-11-2-6.	DESTROY five (5) years after the end of the fiscal year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
40	88-274	<b>COMPARATIVE REVENUE REPORT</b> Comparative income by property with division totals. Taken from SF 41644R. Copy sent to Director and Controller.	DESTROY after ten (10) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
41	88-280	<b>INVENTORY SHEETS SF 3057</b> Exact duplicate property copy of the status reports of the properties' equipment inventory. Report is sent to the Central Office and forwarded to the Division of Budget and Support Services. The Division of State Parks and Reservoirs maintains a photocopy of the record maintained by the Division of Budget and Support Services. Inventory Sheets are to be maintained at the property level and the Division of Budget and Support Services retains the original record for ten (10) years plus a satisfactory audit report from the State Board of Accounts.	DESTROY when outdated or replaced after reconciliation with replacement inventory and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
42	88-283	<b>MARINA INVENTORY</b> Items for resale: gas, food, etc. Not duplicated--internal use. Information stored in computer.	DESTROY any hard copies after five (5) years. ERASE and RECYCLE computer format after five (5) years.
43	88-289	<b>CONSTRUCTION PROGRESS REPORTS SF 2573</b> Property Manager's progress reports on construction by outside contractors on Division of State Parks and Reservoirs properties. This report is a condensed summary of more extensive information maintained in the Engineering Division of the Department of Natural Resources. The property, project and progress are listed in each report.	DESTROY two (2) years after completion of the project.
44	88-294	<b>ANNUAL MANAGEMENT PLANS</b> Wildlife - An annual plan outlining specific, intentions, projects and projected income for the upcoming year. Recreation - Report to the Corps of Engineers - Coming year building improvement, proposed personnel for carrying out proposed program. Receipts for past year and operational expenditures for the past year. Records are needed for long range planning.	TRANSFER to Indiana Archives, for EVALUATION, WEEDING and SAMPLING ten (10) years after completion of the plan.

45	88-295	<b>FIVE YEAR MANAGEMENT PLAN</b> Wildlife - A detailed five (5) year wildlife management plan outlining the goals, functions and objectives for each management unit. Last plan 1986-1991.	TRANSFER to Indiana Archives, for EVALUATION, WEEDING and SAMPLING pursuant to archival principles ten (10) years after completion of the plan.
46	99-46	<b>PROP MGRS, ASSTNG MGRS &amp; OTHER DIVS PRSNNEL: LEASE &amp; PROOF OF LIABILITY INSURANCE</b> This record affects any properties that have resident managers, assistant managers, or other employees who may reside on a property for a given period of time. Proof of insurance is maintained in the Central Office. Retention based on IC 34-13-1-1 and IC 34-13-1-2.	TRANSFER to the RECORDS CENTER after the lease expiration and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional ten (10) years in the RECORDS CENTER. TOTAL RETENTION: Ten (10) years after the lease expiration and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
47	99-47	<b>EJECTION NOTICE</b> If a guest at a property becomes unruly or other situations arise, the person could be requested to leave the property. The guest may voluntarily leave or be assisted by the property manager or a Department of Natural Resources Law Enforcement officer. Notice may also have correspondence attached. Retention consistent with IC 35-41-4-2.	DESTROY five (5) years after the year of the notice of ejection.
48	99-48	<b>GIFT CERTIFICATES</b> Typical file contains an individual's request to the Division's Central Office for a gift certificate and all information needed by the Division, including the dollar amount of the gift certificate. After the Division receives payment, the gift certificate is mailed to the requestor. Typical file will also include a voided certificate, that is, a gift certificate that has been redeemed at a state park inn, credit card slips, deposit records and a copy of the check sent by the Division to the state park inn for the amount of the transaction. The Director of the State Parks and Reservoirs Division may also issue a complimentary gift certificate. Retention based on IC 34-13-1-1 and IC 34-13-1-2.	TRANSFER to the RECORDS CENTER after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional ten (10) years in the RECORDS CENTER. TOTAL RETENTION: Ten (10) years after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.