



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 (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	2005-11	RELEASE FOR CLEANING OR DAMAGE TO DNR FACILITIES 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 may collect 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 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 for All State Agencies. DESTROY records on which no claim has been filed after seven (7) days.
2	81-903	RECORDS AND FILES SYSTEM Contains an explanation of the file coding system, the record retention system, and all documents pertaining to it.	DESTROY when outdated or replaced.
3	81-915	FEES AND CHARGES REQUESTS AND JUSTIFICATION 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.
4	81-936	ACCIDENTS AND ROBBERIES (INVESTIGATIONS AND REPORTS; OTHER THAN WORKER'S COMP) 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.
5	81-937	SPECIAL USE PERMITS 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 Division agreements have been replaced by GRACC-5 on the General Retention Schedule.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 six (6) years after the end of the calendar year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
6	81-939	NATURAL PHENOMENON - COLLECTING PERMITS Granted to qualified individuals to collect items from the park or to study some natural phenomenon.	DESTROY after two (2) years.
7	81-942	VACATION OF A PUBLIC HIGHWAY Pursuant to IC 14-18-12-1, all or part of a public highway may be vacated if required for the administration of state properties. 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 for EVALUATION, SAMPLING and WEEDING pursuant to archival principles if or when the portion of the roadway vacated becomes a public highway again.
8	81-943	SIGNS REGISTRATIONS 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.
9	81-965	SITE CHANGE REQUESTS Requests from properties for changes in sites at the parks, such as for new buildings, razing structures, redesign, etc.	DESTROY after three (3) years.
10	81-976	CAMPGROUND RESERVATION SYSTEMS (CORRESPONDENCE) Correspondence and reports on the reservation systems for the campgrounds.	TRANSFER to Indiana Archives, after five (5) years for WEEDING.
11	81-977	GROUP CAMPS (CORRESPONDENCE) Correspondence and State Board of Health reports on the group camps.	TRANSFER to Indiana Archives, after five (5) years for WEEDING.

Approved by the Indiana Oversight Committee on Public Records

12	88-289	CONSTRUCTION PROGRESS REPORTS 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.
13	99-47	EJECTION NOTICE 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.
14	79-2529	PLANNING PROGRAM Includes Statewide Comprehensive Outdoor Recreation Plan (SCORP) files and City-County Park and Recreation Board plans and files.	TRANSFER SCORP Files to the RECORDS CENTER five (5) years after completion of the next SCORP planning program. DESTROY after an additional five (5) years in the RECORDS CENTER. RETAIN all City-County Park And Recreation Board Plans until superseded by a new plan; DESTROY all plans once superseded. DESTROY all City-County Park And Recreation Board Files ten (10) years after last filed correspondence, information, or forms.