RECORDS RETENTION AND DISPOSITION SCHEDULE

Natural Resources, Department of. Fish And Wildlife Division.

Agency: Fish And Wildlife Division Division:

ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION *(This Retention Schedule is approved on a space-available basis)*	RETENTION PERIOD
1	85-278	**RETAILER FILE FOLDERS** These are files on accounts of retailers selling sport licenses and stamps for the Division of Fish and Wildlife, pursuant to IC 14-22-11 and IC 14-22-12. Supplement. A folder includes retailer application and agreement, plus related correspondence. File is arranged by account. Retention based on IC 34-11-2-6.	TRANSFER file folders of accounts with a zero (-0-) balance to the RECORDS CENTER at the end of the license year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional six (6) years in the RECORDS CENTER.
2	85-281	**UNSOLD 1-DAY FISH LICENSES** These are one-day fishing licenses returned to the Division of Fish and Wildlife by agents because they were not sold. Retention based on IC 34-11-2-6.	TRANSFER unsold licenses of accounts with a zero (-0-) balance to the RECORDS CENTER two (2) years after the end of the license year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional four (4) years in the RECORDS CENTER. TOTAL RETENTION: Six (6) years after the end of the license year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
3	86-271	**FISH KILL REPORTS** This includes Report of Water Pollution (SF 28340) and State Department of Health Summary Report of Fish Kill. Correspondence is also present. Disclosure may be affected by IC 5-14-3-4(b)(1)(2) and (6).	MICROFILM according to 60 IAC 2 on receipt, or as soon as possible for already existing records. TRANSFER original negative roll to the INDIANA ARCHIVES, for permanent archival retention. MAINTAIN hard copies in agency for research convenience.
4	82-482	**ENVIRONMENTAL REVIEWS** Contains maps, environmental impact, impact statements, correspondence to/from county and/or other local officials and the Louisville and Detroit Districts of the U.S. Army Corp of Engineers plus photographs of local road and bridge projects needing environmental reviews. Five (5) year retention based on 30 CFR 330.6, (07-01-96 Edition), with and additional two (2) years for the administrative need to this section of the Division of Fish and Wildlife.	TRANSFER to the RECORDS CENTER one (1) year after completion of the environmental review. TRANSFER to the Indiana Archives, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles; after an additional six (6) years in the RECORDS CENTER. TOTAL RETENTION prior to Indiana Archives TRANSFER: Seven (7) years after completion of the environmental review.
5	85-282	**USED 1-DAY FISH LICENSES** The license purchaser retains the top portion and the Division of Fish and Wildlife retains the carbon copy of the license as a receipt. Retention based on IC 34-11-2-6.	TRANSFER files for accounts that have a zero (-0-) balance to the RECORDS CENTER at the end of the license year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional six (6) years in the RECORDS CENTER.
6	85-284	**UNUSED SPORTS STAMPS** These sports stamps have not been distributed to agents to be sold; the balance are sold to stamp collectors after the year of issuance.	TRANSFER one (1) stamp of each variety to the Indiana Archives for EVALUATION, SAMPLING and WEEDING pursuant to archival principles after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
7	85-470	**REGISTRATION OF POSTED SIGN** All signs posted by property manager other than those required by law must be registered with signed approval by the Directors of the Fish and Wildlife Division, Law Enforcement Division and the Department.	DESTROY one (1) year after the posted sign has been destroyed.
8	85-472	**DRAINAGE ASSESSMENT** Shows DNR's percentage of the charge for use of the counties' drainage systems. A county assessor in an affected county would also retain a copy.	DESTROY after two (2) years.

Approved by the Indiana Oversight Committee on Public Records

9	85-473	**HISTORIC PRESERVATION PERMITS** This record series typically consists of an application letter to and a permit letter from the Historic Preservation and Archaeology Division for such archaeological clearances. Arranged by property.	TRANSFER to the Indiana Archives for EVALUATION, SAMPLING and WEEDING pursuant to archival principles, two (2) years after completion of the project.
10	85-477	**ST F & W AREAS PUBLIC USE RECORD BY EFFORTS, NO SF NUMBER SHOWN** These are monthly statistical reports on public use of fish and wildlife properties.	TRANSFER to the Indiana Archives for EVALUATION, SAMPLING and WEEDING pursuant to archival principles, after two (2) years.
11	85-479	**APPLICATIONS FOR DIVISION OF WATER PERMITS** This record consists of Permit Application for Construction, SF 42946. Permits and applications are arranged in folders by property.	TRANSFER to the Indiana Archives for EVALUATION, SAMPLING and WEEDING pursuant to archival principles, two (2) years after completion of project.
12	85-480	**APPLICATIONS FOR DEPT OF THE ARMY PERMIT** Section 404 of the Clean Water Act permits and applications; arranged by property.	TRANSFER to the Indiana Archives for EVALUATION, SAMPLING and WEEDING pursuant to archival principles, two (2) years after completion of the project.
13	85-485	**SPECIAL EVENTS (APPLICATIONS AND PERMITS)** Includes application and permits for special events to be held on lands owned or leased by the Department of Natural Resources. Examples could be archery tournaments, fishing tournaments, reunions, or weddings. Typical file contains an application, permit, and liability release. No fee required.	DESTROY one (1) year after completion of the special event.
14	86-266	**FISH MANAGEMENT SURVEYS** Lake and stream survey reports give the name, location, physical and chemical characteristics, fish stock and plant life. Creel survey reports give the number of fish caught. These surveys are done as scheduled or as needed, and maintained in the property office where the survey was created. These surveys are deemed valuable and important records for research and development. The Fish and Wildlife Division staff state that this biological record of species is not found anywhere else in this state. These records are used to determine long-term changes from a naturalist point of view, indicate environmental enhancement or degradation over time, and provide, in many cases; the only biological records in many Indiana waters.	TRANSFER to the INDIANA ARCHIVES ten (10) years after the year in which the report was generated.
15	86-284	**STRATEGIC PLAN** A strategic plan is prepared for a species or a program. It may include strategic work plans and work plan evaluations. A new five (5) year plan with goals and objectives is prepared every five (5) years.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING and WEEDING pursuant to archival principles ten (10) years after updated.
16	86-314	**REGISTERED SIGNS** This is the actual sign. Record Series Number 85-470 on page 10 is the document used to register the sign with the property manager.	Notify Central Office when updated, then DESTROY outdated version.
17	86-315	**HUNTING PERMIT AND RELEASE FROM LIABILITY/WAIVER OF CLAIMS AGAINST THE UNITED STATES** Record consists of requests for persons to use the Atterbury Reserve Forces Training Area.	DESTROY after two (2) years.
18	86-321	**SHOOTING RANGE INSPECTION REPORTS, NO SF NUMBER SHOWN** This record is a bi-weekly inspection by property personnel for cleanliness and safety.	DESTROY after two (2) years.
19	89-103	**HARVEST RECORDS** This record series contains questionnaires and season summaries to collect harvest information on various kinds of wildlife. State forms used are State Form Numbers 30709, 40627, 40628, 28405, 28421, 28196, 28195 and 24385. Data is entered into a computer or directly submitted in digital format, and referenced in the Indiana Statewide Wildlife Research Report and other research reports. Data is used for reference purposes for ten (10) years.	DELETE electronic records after ten (10) years.

20	89-104	**LANDOWNER-TENANT SPECIAL DEER HUNT APPLICATION**	DESTROY one (1) year after issuance of special license.
21	92-66	**COMMERCIAL FISHERIES HARVEST REPORTS** This is a property-level report retained only at that level. Includes Monthly Report of Inland Commercial Fisheries (SF 3449), Indiana Monthly Harvest Report for Commercial Fishing in the Ohio River (SF 49196), Monthly Roe Bearing Fish Dealers Report (SF 54839) and Daily Roe Bearing Fish Harvesters Transaction Report (SF-54838). This may result in litigation involving monetary restitution for all fish and wildlife killed. Correspondence is also present.	DESTROY ten (10) years after the year the reports were tabulated.
22	92-68	**INDIANA RECORD FISH AND FISH OF THE YEAR** Records include entry blanks and photographs for both programs.	MICROFILM according to 60 IAC 2 on receipt, or as soon as possible for already existing records. TRANSFER original negative roll to the INDIANA ARCHIVES for permanent archival retention. MAINTAIN hard copies in agency for reference use.
23	2011-02	**PASSENGER-FOR-HIRE-WATERCRAFT-APPLICATION/INSPECTION** Files consist of the Application for Inspection, Passenger-For-Hire-Watercraft, the Dockside Inspection Worksheet-Passenger-For-Hire-Watercraft (SF 11233) and the Drydock Inspection Worksheet, Passenger-For-Hire-Watercraft (SF 02708). A fee is collected for the inspection per IC 14-15-6-3. Retention based on IC 14-15-6-3(a)(2).	IMAGE according to IARA standards and DESTROY hard copies after verification of completeness and legibility. DELETE electronic records after six (6) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
24	2021-05	**COMMERCIAL FISHING LICENSES** Records may include, but are not limited to: Resident Commercial Fishing Inland License, SF 12138, Ohio River Commercial Fishing License, SF 25384, Commercial Roe Harvesters License, SF 54866, and Commercial Roe Dealers License, SF 54864.	DESTROY ten (10) years after the year in which the associated Commercial Harvest Reports (RS 92-66) were tabulated, and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.