



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Natural Resources, Department of. Land Acquisition Division.

Agency: Land Acquisition Division		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	79-4143	<b>ACQUISITION FILE</b> The file consists of appraisals, notes, maps, etc for properties purchased by DNR, or those currently or formerly considered for purchase.	DESTROY records of properties no longer being considered for purchase after five (5) years.  MICROFILM records of purchased land according to 60 IAC 2, five (5) years after land is acquired. TRANSFER original negative roll to the INDIANA ARCHIVES for permanent archival retention. RETAIN hard copies within agency for research convenience.
2	2021-12	<b>STATE LAND OFFICE</b> Deeds, plats, overview maps, records of sale/transfer and related information for land previously or currently owned by the State of Indiana, with the exception of state highways and right-of-ways, which are managed by the Department of Transportation, and State Universities, which are managed by each individual university. Records are imaged and maintained in an electronic system for ease of access, with originals also maintained at the agency for security and preservation purposes.	TRANSFER one (1) copy of imaged records annually to the INDIANA ARCHIVES in a format approved by Indiana Archives staff, for permanent archival retention. RETAIN originals and agency copy of electronic information permanently within agency.