



RECORDS RETENTION AND DISPOSITION SCHEDULE

Environmental Management, Department of. Criminal Investigations, Office of.

Agency: Criminal Investigations, Office of		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	2004-22	INVESTIGATION FILES Includes complaints, inspection reports, results of samples, notice of violations, recommended orders, enforcement action documentation, criminal prosecution documentation, photos, and any information or items developed through investigation. Division investigators frequently use ten (10) years of documentation for background during investigations. Retention consistent with 42 USC 9603(d), (1994 Edition)	MICROFILM according to 60 IAC2, ten (10) years after closure. DESTROY hard copies after verification of microfilm for completeness and legibility. TRANSFER original (archival) roll to the INDIANA ARCHIVES, for permanent retention. TRANSFER duplicate roll to agency. DESTROY duplicate roll after an additional forty (40) years. TOTAL RETENTION in-agency: Fifty (50) years after closure.