



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Administration, Department of. Ombudsman.

| Agency: Department of Correction Ombudsman |               | Division:  |  |
|--|---------------|--|--|
| ITEM NO.                                   | RECORD SERIES | TITLE/DESCRIPTION<br><i>(This Retention Schedule is approved on a space-available basis)</i>   | RETENTION PERIOD   |
| 1  | 2010-30       | <b>COMPLAINTS</b><br>The Ombudsman may receive, investigate and attempt to resolve complaints about the Department of Correction. These complaints may be from an offender, an offender's family member, the Governor's Office, or virtually any person. A substantiated complaint is resolved and findings submitted to the complainant. Manila file folders are arranged numerically in ascending order beginning with the first complaint received to the latest. Disclosure of these records may be subject to IC 4-13-1.2-7, (2004 Edition) | TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles; two (2) calendar years after final resolution of the complaint. |