



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Police, State. Meth Suppression Section.

Agency: Meth Suppression Section		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	2012-24	<b>CLANDESTINE LAB AUDIT FILES</b> Records consist of material on clandestine methamphetamine laboratories. These are not case or intelligence files, but do contain law enforcement sensitive information. These files will be used in program audits and as documentation of potential hazardous exposure to certified agency personnel during investigations. Disclosure of these records may be affected by IC 5-2-4 and 240 IAC 6. Retention based on 29 CFR 1910.120.	IMAGE according to IARA imaging standards upon receipt. The agency shall RETAIN hard copies or TRANSFER to the RECORDS CENTER at its discretion, after verification of electronic records for completeness and legibility. DESTROY hard copies and DELETE electronic records after sixty-five (65) years.