<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>RECORD NO.</th>
<th>TITLE/DESCRIPTION</th>
<th>RETENTION PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2015-01</td>
<td>ENVIRONMENTAL REVIEW RECORDS: ADVERSE EFFECT</td>
<td>TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after ten (10) years of inactivity or completion of the project.</td>
</tr>
<tr>
<td>2</td>
<td>2015-02</td>
<td>INDIANA PROGRAMMATIC AGREEMENTS</td>
<td>MICROFILM according to 60 IAC 2, five (5) years after signature. TRANSFER original negative roll to the INDIANA ARCHIVES for permanent archival retention; RETAIN hard copies permanently in agency for reference purposes.</td>
</tr>
<tr>
<td>3</td>
<td>2015-03</td>
<td>BUILDING INVENTORIES AND MAINTENANCE PLANS</td>
<td>TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING and WEEDING pursuant to archival principles, after expiration or when replaced by a newer inventory or plan.</td>
</tr>
<tr>
<td>4</td>
<td>2015-04</td>
<td>CEMETERY RECORDS</td>
<td>MICROFILM development and reclassification plans according to 60 IAC 2 after ten (10) years. TRANSFER original negative roll to the INDIANA ARCHIVES for permanent archival retention. IMAGE registry forms according to IARA imaging standards and add to the SHAARD database. TRANSFER one copy of electronic records (images and indexes) to the INDIANA ARCHIVES for permanent archival retention, after verification for completeness and legibility. RETAIN hard copies permanently in agency for reference purposes.</td>
</tr>
<tr>
<td>5</td>
<td>2015-05</td>
<td>CEMETERY PROBING PERMIT APPLICATIONS AND CORRESPONDING APPROVAL OR DENIAL LETTERS</td>
<td>Destroy five (5) years after permit date.</td>
</tr>
<tr>
<td>6</td>
<td>2015-06</td>
<td>NETWORK TO FREEDOM APPLICATIONS</td>
<td>MICROFILM according to 60 IAC 2 after ten (10) years. TRANSFER original negative roll to the INDIANA ARCHIVES for permanent archival retention. RETAIN hard copies in agency for reference purposes as long as program is administered by the agency; after this time, hard copies may be offered to other historical agencies or related not-for-profits, or destroyed.</td>
</tr>
</tbody>
</table>
STATEWIDE PLANNING STUDIES
Files consist of data, documentation, and communications related to the development of a comprehensive Statewide Historic Preservation Plan document. Preparation of such a plan on a periodic basis, and according to minimum federal requirements, is a task required under the National Historic Preservation Act of 1966, as amended. Statewide Historic Preservation Plans are submitted to and approved by the National Park Service.

Documentation of the plan’s development should be retained in the Division of Historic Preservation and Archaeology throughout the in-force period of the plan (the planning cycle), including the period of development of the subsequent plan. The planning cycle is typically seven (7) years, but may be extended by the Division of Historic Preservation and Archaeology with the concurrence of the National Park Service.

ENVIRONMENTAL REVIEW RECORDS: NO EFFECT/NO ADVERSE EFFECT
TRANSFER one copy of the finalized and federally approved statewide historic preservation plan document and one copy of any plan publications to the INDIANA ARCHIVES for permanent archival retention.

ENVIRONMENTAL REVIEW MITIGATION DOCUMENTATION
TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after expiration of the planning cycle and approval by the National Park Service of the State’s subsequent Statewide Historic Preservation Plan.

HISTORIC PRESERVATION GRANT RECORDS
TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after expiration of the planning cycle and approval by the National Park Service of the State’s subsequent Statewide Historic Preservation Plan.

TRANSFER statewide historic preservation planning files to the INDIANA ARCHIVES, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after expiration of the planning cycle and approval by the National Park Service of the State’s subsequent Statewide Historic Preservation Plan.

TRANSFER one copy of the finalized and federally approved statewide historic preservation plan document and one copy of any plan publications to the INDIANA ARCHIVES for permanent archival retention.

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<tr>
<th>11</th>
<th>CERTIFIED LOCAL GOVERNMENTS</th>
<th>TRANSFER general CLG files to the INDIANA ARCHIVES, for EVALUATION, SAMPLING or WEEDING pursuant to archival principals three (3) years after any decertification action occurs.</th>
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<tr>
<td></td>
<td>16 U.S.C. 470 requires states to design programs that will share administration of a national preservation program with municipal government stakeholders. A Certified Local Government (CLG) means any local government certified by the National Park Service as meeting requirements set forth in 36 CFR Part 61. General CLG files contain each community’s original application for CLG certification, correspondence from the certification process, maps and locally adopted guidelines, plans and products, and general correspondence. Reporting and monitoring files contain annual and/or periodic reports filed by each CLG, as well as evaluation and monitoring reports and correspondence by the Division.</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>INDIANA HISTORIC SITES AND STRUCTURES INVENTORY</td>
<td>IMAGE according to IARA imaging standards and add to the SHAARD database. TRANSFER one copy of electronic records (images and indexes) to the INDIANA ARCHIVES for EVALUATION, SAMPLING and WEEDING pursuant to archival principles, after verification for completeness and legibility. RETAIN hard copies permanently in agency for reference purposes.</td>
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<td></td>
<td>Most studies are performed under grants made to local or statewide historic preservation organizations. The file typically contains inventories, photographs and their negatives, maps, and reports. Studies are arranged by county. A book is published for most counties. DHPA continues to utilize these records to fulfill its Federal and State mandates and programs.</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>NATIONAL REGISTER OF HISTORIC PLACES</td>
<td>IMAGE according to IARA imaging standards and add to the SHAARD database. TRANSFER one copy of electronic records (images and indexes) to the INDIANA ARCHIVES for EVALUATION, SAMPLING and WEEDING pursuant to archival principles, after verification for completeness and legibility. RETAIN hard copies permanently in agency for reference purposes.</td>
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<tr>
<td></td>
<td>This is a federal program administered through the states in accordance with 16 USC 470. Copies of documents are retained by this Division with originals transmitted to the National Park Service, National Register Office. An Indiana property listed on the National Register is automatically included on the Indiana Register of Historic Sites and Structures. Two (2) copies of the final National Register nomination are retained. THIS IS A CRITICAL RECORD. Retention based on 36 CFR 67.6.</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>INDIANA REGISTER OF HISTORIC SITES AND STRUCTURES</td>
<td>IMAGE according to IARA imaging standards and add to the SHAARD database. TRANSFER one copy of electronic records (images and indexes) to the INDIANA ARCHIVES for EVALUATION, SAMPLING and WEEDING pursuant to archival principles, after verification for completeness and legibility. RETAIN hard copies permanently in agency for reference purposes.</td>
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<td></td>
<td>This is a state program administered through this Division pursuant to IC 14-21-1-12. These properties were nominated for the National Register of Historic Places but approved only for the state register. A file typically contains the same type of material as the National Register of Historic Places. Disclosure of nominations involving archaeology sites may be affected by 43 CFR 7.7 and IC 14-21-1-32. Retention based on 36 CFR 67.6.</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>INACTIVE NATIONAL REGISTER RECORDS</td>
<td>IMAGE according to IARA imaging standards and add to the SHAARD database. TRANSFER one copy of electronic records (images and indexes) to the INDIANA ARCHIVES for EVALUATION, SAMPLING and WEEDING pursuant to archival principles, after verification for completeness and legibility. RETAIN hard copies permanently in agency for reference purposes.</td>
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<td></td>
<td>Some nominations for the National Register of Historic Places and the Indiana Register of Historic Sites and Structures are not accepted. Insufficient information is submitted in order to make a decision or the Historic Preservation Review Board meets and the nomination is rejected. If a historic property is altered or demolished, it will also be removed from the register. These records are not duplicated in any other location and may be needed if activity is resumed with a property. Retention based on 36 CFR 67.6.</td>
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</tbody>
</table>
16 91-27 **FEDERAL AND STATE TAX INCENTIVES—HISTORIC BUILDINGS REHABILITATION**

To be eligible for tax incentives, a building must be listed on the National Register of Historic Places or Indiana Register of Historic Sites. Historic rehabilitation must follow the standards of the U.S. Secretary of the Interior in accordance with 36 CFR, Part 67. The Division of Historic Preservation and Archaeology architect reviews the plans and makes a recommendation to the National Park Service. The National Park Service has approval/denial authority and must certify the historic rehabilitation for federal credit. No financial or tax records of individuals are maintained by the Division. The file usually includes final letters of approval from the National Park Service and/or DHPA, a project description, drawings, and before and after rehabilitation photos. Retention based on 36 CFR 67.6.

17 91-28 **ARCHAEOLOGICAL INVESTIGATION PLANS, SITE FORMS, AND REPORTS**

These plans, site forms, and reports have been submitted to the Division pursuant to the requirements of IC 14-21, 16 U.S.C. 470 Section 106, and research needs. The plans and reports contain physical descriptions of project areas, known archaeological resources, methodologies, and various other items including maps, graphs, photographs, and correspondence. Archaeological site forms contain specific information regarding locations, methodologies, deposits, and collected materials. Disclosure of these records may be affected by 43 CFR 7.7 and IC 14-21-1-32.

18 91-29 **ACCIDENTAL DISCOVERY REPORTS**

These reports are created in response to reports of discoveries of human remains, artifacts, burial objects, and/or potential violations pursuant to IC 14-21-1. Disclosure of these records may be affected by 43 CFR 7.7 and IC 14-21-1-32. Retention based on IC 35-41-4-2.