**RECORDS RETENTION AND DISPOSITION SCHEDULE**
Natural Resources, Department of. Nature Preserves Division.

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>RECORD SERIES</th>
<th>TITLE/DESCRIPTION</th>
<th>RETENTION PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>91-54</td>
<td>GINSENG DEALER LICENSE</td>
<td>DESTROY five (5) years after season of issuance.</td>
</tr>
<tr>
<td>2</td>
<td>91-55</td>
<td>ENVIRONMENTAL REVIEWS</td>
<td>TRANSFER to the Indiana Archives, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles, five (5) years after the date of the review.</td>
</tr>
<tr>
<td>3</td>
<td>91-56</td>
<td>WATER PERMIT APPLICATIONS</td>
<td>TRANSFER to the Indiana Archives, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles, five (5) years after the date of the review.</td>
</tr>
<tr>
<td>4</td>
<td>91-57</td>
<td>ARTICLES OF DEDICATION AND MASTER PLAN - NATURE PRESERVES</td>
<td>TRANSFER to the Indiana Archives, twenty-five (25) years after Nature Preserve is dedicated.</td>
</tr>
<tr>
<td>5</td>
<td>91-58</td>
<td>PROPOSED NATURE PRESERVES</td>
<td>TRANSFER to NATURE PRESERVES FILES upon dedication. If not dedicated, TRANSFER to the Indiana Archives, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles, twenty-five (25) years after site determined to meet Nature Preserves criteria.</td>
</tr>
<tr>
<td>6</td>
<td>91-59</td>
<td>COUNTY FILES - HERITAGE PROGRAM INFORMATION</td>
<td>TRANSFER to NATURE PRESERVES FILES upon dedication. If not dedicated, TRANSFER to the Indiana Archives, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles, twenty-five (25) years after site determined to meet Nature Preserves criteria.</td>
</tr>
<tr>
<td>7</td>
<td>91-60</td>
<td>NATURE PRESERVE FILES</td>
<td>TRANSFER to the Indiana Archives, twenty-five (25) years after nature preserve is dedicated.</td>
</tr>
<tr>
<td>8</td>
<td>91-61</td>
<td>REFERENCE FILES</td>
<td>TRANSFER to the Indiana Archives, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles, twenty-five (25) years after nature preserve is dedicated.</td>
</tr>
<tr>
<td>9</td>
<td>91-62</td>
<td>DOCUMENT STATUS - PROPERTIES/ACTIVITIES</td>
<td>DESTROY after one (1) fiscal year.</td>
</tr>
</tbody>
</table>

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Approved by the Indiana Oversight Committee on Public Records
<table>
<thead>
<tr>
<th>Page</th>
<th>Document ID</th>
<th>Description</th>
</tr>
</thead>
</table>
| 10   | 91-63       | **POLICIES - DIVISION OF NATURE PRESERVES**  
ICI4-4-5-7, 1988 Edition, setting forth additional powers and duties of the Division of Nature Preserves; lists the various policies required to be developed. The division has general policies guiding its operation and specific ones for each dedicated nature preserve. |
| 11   | 91-64       | **INDIANA NATURAL HERITAGE PROTECTION CAMPAIGN**  
Among the purposes of this campaign is to provide for protection of the best available remaining examples of the natural systems that represent Indiana's natural heritage before those unique and outstanding public resources are lost. The individual site files include field notes, maps, financial records and acquisition information. |
| 12   | 91-65       | **INDIANA NATURAL HERITAGE PROGRAM**  
This is primarily an inventory/methodology program. Could contain extensive correspondence, memos, maps and lists. Same information may be duplicated in County Files/Heritage Program Information. Manual records plus computer data base. |
| 13   | 91-66       | **REGISTRY OF NATURAL AREAS**  
The Department of Natural Resources is mandated by IC 14-4-5-1 to establish and maintain this registry. The area may not necessarily be a formally dedicated nature preserve. The registry utilizes information developed for the county files and Heritage Program. Owners of private property are contacted and requested to protect the unique natural land areas but these requests are not legally binding. Files typically contain owner(s) information, boundaries, correspondence, photographs and any biological information. If a natural area is destroyed, it is removed from the list of property considered for a dedicated nature preserve. |

**TRANSFER to the Indiana Archives, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles, twenty-five (25) years after effective date of the policy.**

**TRANSFER from PROPOSED NATURE PRESERVE files to NATURE PRESERVE FILES on dedication. If not dedicated, TRANSFER to the Indiana Archives, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles, twenty-five (25) years after site is determined to meet Nature Preserves criteria.**

**TRANSFER to the Indiana Archives, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles, twenty-five (25) years after creation of inventory.**