



RECORDS RETENTION AND DISPOSITION SCHEDULE

Revenue, Department of. Investigations.

Agency: Investigations		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	96-101	CRIMINAL INVESTIGATION CASE FILES Records consist of investigations of controlled substance excise tax and other criminal cases. Records may contain an introduction, case summary, investigative history, extensive notes and correspondence and various supporting documents. Personally-identifiable data on a tax informant is also frequently present. Some entities can generate multiple investigations and therefore, multiple case files. Some open investigations have had a history of ten (10) or more years. Records are arranged by the identification number: Year created, Number of investigations that year, County number, Offense type number. A case is closed out with a conviction, dismissal or a determination there is no criminal activity. Disclosure of these records may be subject to IC 6-8.1-7-1.	IMAGE according to IARA imaging standards three (3) years after the case is closed out. DESTROY hard copies after verification of electronic images for completeness and legibility. DELETE electronic records after an additional twelve (12) years.