



RECORDS RETENTION AND DISPOSITION SCHEDULE

Natural Resources, Department of. Water, Division of.

Agency: Water, Division of		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	83-741	BENCHMARKS Benchmarks by county.	TRANSFER to the INDIANA ARCHIVES when outdated or replaced, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles.
2	80-1512	DOCKET FILES Files may contain correspondence, certificates of approval, permits and permit applications, engineer and /or inspection reports, drawings, information report and notice of Violation. Dockets include Floodways, Public Lakes, Violations, Recommendations, and Dams.	IMAGE according to IARA imaging standards after closure of file. After verification of the images for completeness and legibility, TRANSFER one copy of electronic records along with an index to the INDIANA ARCHIVES, in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles, then DESTROY remaining hard copy records.
3	80-1514	WELL LICENSE APPLICATIONS Applications include receipts, continuing education, exams. Retention consistent with GRACC-2 on the General Retention Schedule.	TRANSFER to the RECORDS CENTER after one (1) year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY in the RECORDS CENTER after an additional six (6) years.
4	80-1518	DAM LOCATION TOPOGRAPHIC MAPS Approximately 735 alphabetically arranged maps covering the state.	DESTROY when outdated or replaced.
5	80-1520	LAKE LEVEL PETITIONS DNR is authorized by IC 13-2-13 to establish the average normal water level or area of all natural and artificial Indiana lakes, and to construct, or sponsor, and supervise the construction of dams, spillways and control works necessary to maintain the average normal lake level. This alphabetically arranged lake file consists primarily of orders and petitions required by DNR.	MICROFICHE the orders, petitions, reports and letters of transmittal upon favorable ruling by the circuit court and certification of the clerk of said court. WEED duplicates and facilitative correspondence. TRANSFER security copy of film to the Indiana Archives, for secure storage.
6	80-1528	LAKE FILES - CORPS OF ENGINEERS Files contain general permit information.	DESTROY when revoked or replaced.
7	80-1533	INDIANA LAKES CARD FILE Arranged by county, includes most of Indiana's lakes whether private or public.	TRANSFER to the INDIANA ARCHIVES when outdated or replaced, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles.
8	80-1535	MANMADE FILLS-LAKE MICHIGAN Includes correspondence, plat of survey, permits, application for permits, and various other survey records.	IMAGE plat of surveys, patents, legal correspondence, affidavits and permits according to IARA imaging standards after ten (10) years. DESTROY facilitative materials before imaging. After verification of the images for completeness and legibility, TRANSFER one copy of electronic records along with an index to the INDIANA ARCHIVES, in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles, then DESTROY remaining hard copy records.

9	80-1536	CONSERVANCY DISTRICT - INCORPORATE DRAWINGS & SPECS WITH DRAWINGS Correspondence, commission reports to court, district plan, drawings and specifications. Court has copy of District Plan and District has copy of drawings and specifications.	IMAGE according to IARA imaging standards. After verification of the images for completeness and legibility, TRANSFER one copy of electronic records along with an index to the INDIANA ARCHIVES, in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles, then DESTROY remaining hard copy records.
10	80-1540	FLOOD CONTROL REVOLVING FUND FILES WATER SUPPLY Fund files contain applications, correspondence, reports.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after twenty (20) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
11	80-1541	FLOOD CONTROL REVOLVING FUND FILES FLOOD CONTROL Fund files contain information/components similar to file above.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after ten (10) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
12	80-1551	TITLE III WATER RESOURCES PLANNING GRANTS Files contain correspondence, applications, vouchers, etc. Retention based on IC 34-13-1-1, consistent with GRACC-5 on the General Retention Schedule.	DESTROY ten (10) years after closure of grant and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
13	80-1556	LAKE CONTROL STRUCTURES FILE File includes plans, technical specifications, related correspondence, instruction sheets, and some legal documents.	IMAGE according to IARA imaging standards after completion of the project. After verification of images for completeness and legibility, TRANSFER one copy of electronic records along with an index to the INDIANA ARCHIVES, in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles, then DESTROY remaining hard copy records.
14	80-1565	PROJECT FILES - APPLICATIONS Includes project requests, requisitions, partial delivery reports, etc.	IMAGE according to IARA imaging standards upon approval/disapproval of the project. After verification of the images for completeness and legibility, TRANSFER one copy of electronic records along with an index to the INDIANA ARCHIVES, in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles, then DESTROY remaining hard copy records.
15	80-1573	PROJECT FILES Files are arranged alphabetically by stream name. Project files are those for which a water related problem exists.	IMAGE according to IARA imaging standards when outdated or replaced. After verification of the images for completeness and legibility, TRANSFER one copy of electronic records along with an index to the INDIANA ARCHIVES, in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles, then DESTROY remaining hard copy records.
16	80-1579	SOIL CONSERVATION PROJECT FILES The state must approve federal projects from a geological standpoint. Most projects are public. Files consist of foundation and soils reports, photographs, various research materials.	TRANSFER to the INDIANA ARCHIVES when outdated or replaced, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles.

17	80-1584	DISCHARGE DETERMINATIONS	IMAGE according to IARA imaging standards. DESTROY hard copies after verification of the images for completeness and legibility. DELETE electronic records after ten (10) years or when no longer required for agency reference, whichever is later.
18	80-1585	SURFACE WATER CONTROL AND FLOOD STUDIES Consist of hydrology studies of cities and counties. The Department of Natural Resources reviews the record and discharges are coordinated.	IMAGE according to IARA imaging standards. DESTROY hard copies after verification of the images for completeness and legibility. DELETE electronic records after six (6) years or when no longer required for agency reference, whichever is later.
19	80-1587	GAUGE RECORD FILES Files include rating curves, discharge measurements, rating tables, gauge descriptions, assorted correspondence, drawings, tables, and other measurements. Long term retention is needed in order to ascertain the conditions under which a structure, such as a bridge, was built.	DESTROY gauge descriptions when outdated or replaced. IMAGE all other records according to IARA imaging standards after ten (10) years. After verification of images for completeness and legibility, TRANSFER one copy of electronic records along with an index to the INDIANA ARCHIVES, in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles, then DESTROY remaining hard copy records.
20	80-1592	MILEAGE AND STREAM FEATURES File arrangement is by basin district.	IMAGE according to IARA imaging standards upon completion and receipt of the U.S. Geological Survey study. After verification of images for completeness and legibility, TRANSFER one copy of electronic records along with an index to the INDIANA ARCHIVES, in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles, then DESTROY remaining hard copy records.
21	80-1602	KANKAKEE RIVER BASIN File is the result of DNR's technical assistance to this commission. This is a multi-project study.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, on completion of the study.
22	80-1615	GROUND WATER COUNTY FILES	DESTROY duplicates and facilitative correspondence after one (1) year. TRANSFER investigations and reports to the INDIANA ARCHIVES when outdated or replaced, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles.
23	80-1618	OBSERVATION WELLS FILE File is a result of an on-site automatic record, called a hydrograph, which measures water levels. Information in these files consists of location; water level; well construction and geohydrology. Water level change sheets found in this level file are used for documenting trends.	DESTROY when outdated or replaced.
24	80-1619	CONTAMINATION AND DISPOSAL FILE File contains non-DNR publications and facilitative correspondence, arranged by subject.	DESTROY facilitative correspondence after three (3) years. DESTROY remaining records when outdated or replaced.
25	80-1620	WATER CONTAMINATION AND DISPOSAL FILE File contains non-DNR publications and facilitative correspondence, arranged by subject.	DESTROY facilitative correspondence after three (3) years. DESTROY remaining records when outdated or replaced.
26	80-1621	QUALITY OF WATER FILES Contains facilitative correspondence and non-DNR reports pertaining to chemical and lab analysis.	DESTROY facilitative correspondence after three (3) years. DESTROY remaining records when outdated or replaced.
27	80-1622	WATER ANALYSIS REPORTS - COUNTIES Reports pertain to parts per million--solids, iron, fluoride, etc. Also includes sanitary examination of water.	TRANSFER to the INDIANA ARCHIVES after twenty-five (25) years, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles.

28	80-1628	MARION COUNTY WATER MATERIALS	TRANSFER to the INDIANA ARCHIVES when outdated or replaced, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles.
29	80-1630	GROUND WATER DISPLAY MATERIAL	DESTROY when outdated or replaced.
30	80-1636	SPECIAL PROJECTS FILE (BENCHMARK DESCRIPTIONS & ELEVATIONS BY COUN Arranged by project.	DESTROY after publication of Benchmark Descriptions and Elevations by County.
31	80-1643	DNR - VERTICAL CONTROL Arranged by county.	DESTROY when outdated or replaced.
32	83-1222	LEVELING NOTES Survey books which are back-up field notes for benchmarks. Used to verify benchmarks elevations.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after twenty (20) years.
33	85-112	GROUND WATER MODELING STUDIES Studies around the state that show ground water level changes that would result from pumpage (use); reports are used to project and evaluate the impact of use in future years.	TRANSFER to the INDIANA ARCHIVES after one (1) year for EVALUATION, SAMPLING or WEEDING pursuant to archival principles.
34	85-299	UNISSUED LICENSES This accountable form is numbered and dated. Prior to July 1, 1983, these were metal plates; after July 1, 1983, they were issued as decals (3" X 5").	DESTROY after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
35	2019-16	RECORD OF WATER WELL Original water well records submitted by water well drillers under the provisions of IC 25-39 and Rule 312 IAC 13. Records also include monitoring wells and well abandonment forms.	IMAGE according to IARA imaging standards five (5) years after receipt. After verification of the images for completeness and legibility, TRANSFER one copy of electronic records along with an index to the INDIANA ARCHIVES, in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles. DESTROY hard copies after completion of INDIANA ARCHIVES transfer, or when no longer required for agency reference purposes, whichever is later.