



RECORDS RETENTION AND DISPOSITION SCHEDULE

Transportation, Indiana Department of. Environmental.

Agency: Environmental		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	87-340	ENVIRONMENTAL STUDIES Contains completed studies, correspondence, and material utilized and required in the development of environmental impact studies.	TRANSFER one (1) 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, ten (10) years after the project has been completed. MAINTAIN agency copy of electronic records permanently for agency reference use.
2	87-346	EXCESS PARCEL DOCUMENTATION Working files holding information used in approving remnant parcels of property for sale; maintained in an electronic records system.	DELETE after one (1) year.
3	87-347	MITIGATION SITE FILES Working files and records for INDOT mitigation sites, to include permits, plans, monitoring plans and reports, agency release letters, legal documents, real estate documents, and transfer documents where appropriate.	TRANSFER one (1) 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, ten (10) years after the project has been completed. MAINTAIN agency copy of electronic records permanently for agency reference use.