



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Natural Resources, Department of. Law Enforcement Division.

Agency: Law Enforcement Division		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	79-57	<b>LAW ENFORCEMENT DIVISION CASE REPORTS</b> A typical electronic case report may include summons, complaints, warning records, Indiana Conservation Office case reports and/or Indiana Conservation Officer supplemental case reports. Files are searchable by case number or year and location of incident. File may also be a specialty case report, such as a drowning, boating accident or a recreational vehicle accident. Disclosure of these records may be subject to IC 5-14-3-4(b)(1). Retention partially based on IC 35-41-4-2(a)(1) and (j).	DELETE records twenty (20) years after filing of indictment information or complaint before a court having jurisdiction, and after final adjudication by the court.
2	2011-03	<b>SPECIAL PERMIT TO POSSESS A TAXIDERMY MOUNT OF A WILD BIRD OR ANIMAL PROTECTED BY STATE AND/OR FEDERAL LAW</b> These permits (SF 41719) may be granted only to an agency or institution that engages in wildlife education or research as a primary function. The permit recipient must notify the Department of Natural Resources prior to disposal of the taxidermy mount. A conservation officer must inspect the premises of the permit recipient and approve and sign the permit. The permit is valid as long as the recipient holds the taxidermy mount.	IMAGE according to IARA standards and DESTROY hard copies after verification of completeness and legibility. Delete electronic records after DEPARTMENT OF NATURAL RESOURCES has verified that the recipient has disposed of the taxidermy mount.
3	2011-04	<b>APPLICATION/PERMIT FOR RECREATIONAL EVENTS ON PUBLIC WATERS-ICE</b> Pursuant to IC 14-15-5-1 thru IC 14-15-5-3, and 312 IAC 2-4-1, individuals or organizations desiring to have such an event must be issued a permit by the Department of Natural Resources. A permit (SF 15832) issued under an adopted rule terminates on the earlier of the following: (1) The termination date set forth in the permit, or (2) 180 days after issuance of the permit. No fee is required but subsequent to the permit issuance, IC 4-21.5-1 applies. Retention based on IC 34-11-2-6 and IC 4-21.5-1-4.	IMAGE according to IARA standards and DESTROY hard copies after verification of completeness and legibility. DELETE electronic records six (6) years after the date of the event and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
4	2011-05	<b>APPLICATION/PERMIT FOR RECREATIONAL STRUCTURES ON PUBLIC WATERS</b> Pursuant to IC 14-15-7-3, with certain exceptions, a written permit (SF 15831) is required from the Department of Natural Resources to place, locate, or maintain a navigation aid or water recreation structure upon public waters. Also included in this record is an Application/Permit for Installation of Navigational Safety Aids on Public Waters. No fee is required. An example could be a water ski jump.	IMAGE according to IARA standards and DESTROY hard copies after verification of completeness and legibility. DELETE electronic records one (1) year after removal of the structure.
5	2011-10	<b>FINAL REPORT FOR EDUCATION COURSE</b> Electronic records of course registration and successful completion are entered online, then transferred to the Case Files system. Includes number of students, graduates and non-graduates, and affirmative action data. Disclosure of these records may be subject to IC 5-14-3-4(b)(3) and (4).	DELETE electronic records after twenty (20) years.
6	2011-11	<b>APPLICATION FOR CERTIFICATION AS A VOLUNTEER OUTDOOR EDUCATION INSTRUCTOR</b> This agreement (SF 38445) is entered with the Department of Natural Resources to govern volunteer services. An approved applicant becomes a temporary, uncompensated Department of Natural Resources employee. Retention based on IC 34-13-1-1.	IMAGE according to IARA standards and DESTROY hard copies after verification of completeness and legibility. DELETE electronic records ten (10) years after the volunteer is no longer qualified as an instructor.

7	2011-12	<b>EVALUATION OF INSTRUCTOR FOR OUTDOOR EDUCATION PROGRAM</b> An Indiana conservation officer must complete an instructor's evaluation (SF 45829) at least once every two (2) years. This evaluation is intended as an aid in improving instructor presentations and tabulated results will assist in the formation of workshop topics and future guides and aids. Disclosure of these records may be subject to IC 5-14-3-4(b)(8).	IMAGE according to IARA standards and DESTROY hard copies after verification of completeness and legibility. DELETE electronic records two (2) years after the last evaluation date.
8	85-572	<b>DNR LICENSES</b> Licenses and renewals issued to DNR properties and staff by other regulatory bodies, and supporting documentation. These may include special, radar, citizens band, experimental research (wildlife tracking), marine, and aircraft licenses, as well as related information submitted to the Forestry/Conservation Communications Association, Association of Public Safety Communication Office, Federal Aviation Agency, and other license-granting agencies. All renewal periods are five (5) years or shorter.	IMAGE according to IARA standards and DESTROY hard copies after verification of completeness and legibility. DELETE original licenses, subsequent renewals, and any supporting or modifying documents ten (10) years after each document is filed or received, and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.