



RECORDS RETENTION AND DISPOSITION SCHEDULE

Natural Resources, Department of. Engineering Division.

Agency: Engineering Division		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	91-50	ORIGINAL TRACINGS Controlled property structures such as roads, parking lots, bridges, dams, boat docks, buildings, campgrounds, picnic areas. Original records may be created in hard copy or digital format.	MICROFILM hard copy originals according to 60 IAC 2 at the end of the calendar year of project completion. After verification of the microfilm for completeness and legibility, TRANSFER original negative roll to the INDIANA ARCHIVES for permanent archival retention. TRANSFER one (1) copy of born-digital records to the INDIANA ARCHIVES at the end of the calendar year of project completion, in a format approved by Indiana Archives staff, for permanent archival retention. RETAIN original records in agency for ongoing reference use.
2	81-173	FIELD SURVEY NOTEBOOKS These contain surveys of construction sites.	MICROFILM according to 60 IAC 2 ten (10) years after the end of the calendar year. After verification of the microfilm for completeness and legibility, TRANSFER original negative roll to the INDIANA ARCHIVES for permanent archival retention, and RETAIN hard copy records in agency for ongoing reference use.
3	81-177	N.P.D.E.S. DISCHARGE PERMITS (NPDES= The National Pollution Discharge Elimination System. Original records are maintained with the Indiana Department of Environmental Management. The permit is valid for five (5) years. Retention based on 40 CFR 141.33, (July 1, 2002 Revision)	DESTROY five (5) years after the years of the latest permit renewal.
4	82-85	CONSTRUCTION SPECIFICATIONS-DNR	MICROFILM according to 60 IAC 2 at the end of the calendar year. DESTROY hard copy records after verification of the microfilm for completeness and legibility. TRANSFER original negative roll to the INDIANA ARCHIVES for permanent archival retention. TRANSFER duplicate negative jackets to agency.