



**RECORDS RETENTION AND DISPOSITION SCHEDULE**  
**Natural Resources, Department of. Nature Preserves Division.**

Agency: Nature Preserves Division		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	91-54	<b>GINSENG DEALER LICENSE</b> A fee is required for issuance of this license, which is needed to buy, sell, or trade this herbal root. If a dealer has submitted the required annual report and the Department of Natural Resources Law Enforcement Division has no record of any ginseng violations, then a license is issued. The original license is maintained by the dealer and a copy is maintained by the Department of Natural Resources. Retention based on IC 34-11-2-6.	DESTROY/DELETE six (6) years after the season of issuance and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
2	91-55	<b>ENVIRONMENTAL REVIEWS</b> Copies of pertinent portions of reviews that concern the division, including staff comments. These are reviews of potential nature preserve areas. Copies of any response or other correspondence are also included.	TRANSFER to the Indiana Archives, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles, five (5) years after the date of the review.
3	91-56	<b>WATER PERMIT APPLICATIONS</b> Copies of water permit applications and corresponding maps. Some receive staff comments.	TRANSFER to the Indiana Archives, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles, five (5) years after the date of the review.
4	91-57	<b>ARTICLES OF DEDICATION AND MASTER PLAN - NATURE PRESERVES</b> Original record maintained in this division with copy located in the appropriate county recorder's office in the county the nature preserve is in. The articles are signed by the Chairman of the Natural Resources Commission, Governor, Attorney General, DNR Director, and property owner and recorded by the County Recorder. Articles are referenced virtually daily to resolve boundary problems and to verify total acreage or hunting questions.	MICROFILM according to 60 IAC 2 on receipt, or as soon as possible for already existing records. TRANSFER original negative roll to the INDIANA ARCHIVES for permanent archival retention. MAINTAIN hard copies in agency for reference use.
5	91-58	<b>PROPOSED NATURE PRESERVES</b> One file is created for each proposed nature preserve in the county where the area is located. Files could contain field notes.	TRANSFER to Nature Preserve Files (RS 91-60) upon dedication. If not dedicated, TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles twenty-five (25) years after the site is determined to meet nature preserves criteria.
6	91-59	<b>COUNTY FILES - HERITAGE PROGRAM INFORMATION</b> Arranged alphabetically by Indiana county. Contains notes of field work performed on any natural area, a report of the work and any photographs taken. Referenced daily. These are non-dedicated natural areas.	TRANSFER to NATURE PRESERVES FILES upon dedication. If not dedicated, TRANSFER to the Indiana Archives, for EVALUATION, SAMPLING, or WEEDING, pursuant to archival principles, twenty-five (25) years after site determined to meet Nature Preserves criteria.
7	91-60	<b>NATURE PRESERVE FILES</b> Arranged alphabetically by name of nature preserve. All information on the nature preserve is located in the file including previous information developed, maps, a copy of the dedication papers, and collecting permits.	TRANSFER to the Indiana Archives, twenty-five (25) years after nature preserve is dedicated.
8	91-64	<b>INDIANA NATURAL HERITAGE PROTECTION CAMPAIGN</b> Among the purposes of this campaign is to provide for protection of the best available remaining examples of the natural systems that represent Indiana's natural heritage before those unique and outstanding public resources are lost. The individual site files include field notes, maps, financial records and acquisition information.	TRANSFER to Nature Preserve Files (91-60) on dedication. If not dedicated, TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, twenty-five (25) years after the site is determined to meet nature preserve criteria.

9	91-65	<p><b>INDIANA NATURAL HERITAGE PROGRAM</b></p> <p>This is primarily an inventory/methodology program. Could contain extensive correspondence, memos, maps and lists. Same information may be duplicated in County Files/Heritage Program Information. Manual records plus computer data base.</p>	TRANSFER to the Indiana Archives, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles, twenty-five (25) years after creation of inventory.
10	91-66	<p><b>REGISTRY OF NATURAL AREAS</b></p> <p>The Department of Natural Resources is mandated by IC 14-4-5-1 to establish and maintain this registry. The area may not necessarily be a formally dedicated nature preserve. The registry utilizes information developed for the county files and Heritage Program. Owners of private property are contacted and requested to protect the unique natural land areas but these requests are not legally binding. Files typically contain owner(s) information, boundaries, correspondence, photographs and any biological information. If a natural area is destroyed, it is removed from the list of property considered for a dedicated nature preserve.</p>	MICROFILM according to 60 IAC 2 immediately, or as soon as possible for already existing records. TRANSFER original negative roll to the INDIANA ARCHIVES for permanent archival retention. MAINTAIN hard copies in agency for reference use.
11	80-1534	<p><b>COASTAL ZONE MANAGEMENT PROGRAM FILES</b></p> <p>This U.S. Department of the Interior grant program also includes the Great Lakes Region. Typical files may include extensive grant applications, budgets, correspondence, public information, program applications and approvals, miscellaneous notes and lists, contracts and supporting documents and other expenditure records. Public hearing meeting minutes may also be present. Retention partially based on 16 USC 1459 and IC 34-13-1-1.</p>	TRANSFER to the RECORDS CENTER after completion of the project, program, or other undertaking for which the grant was made or used and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, after an additional ten (10) years in the RECORDS CENTER.
12	91-53	<p><b>GINSENG DEALER FILES</b></p> <p>Each in-state or out-of-state ginseng dealer has a file maintained by the dealing year. The file typically contains annual summaries, certificates of shipments of ginseng dug in Indiana, logs of transactions for ginseng dealers, purchase of out of state ginseng, ginseng dealer no activity reports, and ginseng dealer reports of commerce. Ginseng dealer annual summary reports are received annually and matched to the data contained on the certificates of shipments of ginseng dug in Indiana. Retention based on IC 34-11-2-6.</p>	DESTROY/DELETE six (6) years after the end of the harvesting year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.