



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Environmental Adjudication, Office of

Agency: Environmental Adjudication, Office of		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	2007-134	<b>APPEAL DECISION CASE FILES</b> The Office of Environmental Adjudication was created via state statute in 1995 to review the decisions of the Indiana Department of Environmental Management. Appeals of enforcement actions concern violations of state environmental laws. Typical case files include decisions, inspection reports, results of samples, notice of violations, recommended orders, enforcement action documentation, photos, surveys and/or extensive other information developed thru an investigation.	MICROFILM according to 60 IAC 2 one (1) year after final adjudication of the appeal. DESTROY hard copies after verification of the microfilm for completeness and legibility. TRANSFER original negative roll to the INDIANA ARCHIVES for permanent archival retention. TRANSFER duplicate negative roll and CD to the agency. DESTROY agency copies fifty (50) years after final adjudication of the appeal.