



RECORDS RETENTION AND DISPOSITION SCHEDULE

Natural Resources Commission

Agency: Natural Resources Commission		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	2014-06	<p>ADJUDICATION CASE FILES</p> <p>Proceedings for which the Natural Resources Commission, its administrative law judge, hearing officer, or other related board, is responsible for making a final disposition. Typically these proceedings are governed by IC 4-21.5-3 and case files include petitions for review, briefs and other pleadings, filings, reports, recommendations, orders, settlement agreements, evidentiary material presented by parties, decisions and other information. Records are created in a combination of paper and born-digital formats.</p>	<p>One (1) year after final adjudication of the appeal, IMAGE hard copies according to IARA imaging standards, and MICROFILM records in all formats according to 60 IAC 2. DESTROY hard copies after verification of microfilm for completeness and legibility. TRANSFER original negative roll to the INDIANA ARCHIVES for permanent archival retention.</p> <p>TRANSFER duplicate microfilm and imaged records to agency. DESTROY agency copies fifty (50) years after final adjudication of the appeal, and after verification of Indiana Archives transfer.</p>
2	2014-07	<p>MEDIATION FILES</p> <p>Mediation conducted in accordance with IC 4-21.5-3.5 or Indiana ADR Rules of Court 2. Mediation files may contain parties- confidential statements, mediation agreements, miscellaneous correspondence, mediator's notes and other related documents. Access to these records may be affected by IC 4-21.5-3.5-27 and Indiana ADR Rules of Court 2.11.</p>	<p>DESTROY confidentially one (1) year after mediation is closed.</p>