

Department Series Report

9: Inland Fisheries & Wildlife

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
137#:						
Schedule #: 477	10:Correspondence - Commissioner or Deputy Commissioner					
Incoming or outgoing correspondence in any media format of a commissioner, deputy commissioner or other governing official. Correspondence may pertain to the functions, policies, procedures or programs of Inland Fisheries and Wildlife. The records will most often document executive decisions made regarding agency interests.	Mixed	12/8/2016	Years 2	Years 10	Archives	Current
(MX=mixed media, paper or digital format)						
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Schedule #: 477	11:Correspondence - IF&W Reference/Information Search Requests (not FOAA Requests)					
Inquiries addressed to IF&W or referred from other agencies regarding requests for information from records held at the Department of Inland Fisheries and Wildlife. These would be research type requests that would require searching through records, laws, etc., related to the Department and its functions but would not be considered an official FOAA request. These include requests by mail, email, telephone and in-person requests where information is gathered and retrieved/sent.	Mixed	12/8/2016	Years 2	No Retention 0	Destroy	Current
(For further guidance on Correspondence refer to State General Schedule 13)						
(MX=mixed media, paper or digital format)						
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Schedule #: 477	12:Correspondence - IF&W Transitory					
Incoming & outgoing correspondence in any media format that is purely temporary, informational and of short-term value. These records would not be needed as evidence of business transactions and are not covered by more specific records series. May include notices, memos unrelated to functional agency responsibilities, invitations, letters of thanks, and basic information requests that do not require research or compilation (such as business hours, location/directions, information about meetings, etc.). Retain until no longer needed then destroy (includes email records). Should not be retained for longer than 30 days.	Mixed	12/8/2016	Variable - See Description	0	No Retention 0	Destroy
(For further guidance on Correspondence refer to State General Schedule 13)						
(MX=mixed media, paper and digital format)						
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Schedule #: 865	5#:IF&W Public Hearing Digital Recordings					

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Digital audio recordings of IFW related public hearings. Keep in agency until summarized plus 5 years.	Digital File	12/8/2016	Years 5	No Retention 0	Destroy	Current
Schedule #: 865 6#:IF&W Public Hearing Minutes (Verbatim Transcript)						
Verbatim Transcript of public hearing recordings, regarding hunting, fishing, trapping, recreational vehicles and license and permit rules. Keep in agency until summarized plus 10 yrs.	Digital File	12/8/2016	Years 10	No Retention 0	Destroy	Current
Schedule #: 865 7#:IF&W Advisory Council Meeting Digital Recordings						
These are digital audio recordings of the Advisory Council Meetings.	Digital File	12/8/2016	Years 5	No Retention 0	Destroy	Current
Schedule #: 865 8#:IF&W Minutes of Advisory Council Meetings (Official Minutes)						
IFW Advisory Council meetings are recorded in a digital audio format and the minutes are put into a written document that is a summary of the meetings. Keep in agency until summarized plus 10 years, then send to Archives.	Paper	12/8/2016	Years 10	No Retention 0	Archives	Current
167#:Administrative Services						
Schedule #: 189 3#:Game Registration Books						
Hunter's name and address, town where license purchased, hunting license number, date deer was killed, county and town where deer, fur, turkey, moose, bear was killed, game registration number, game seal number.	Paper	12/8/2016	Years 5	No Retention 0	Destroy	Current
The digital file is considered the "Record Copy" and the full retention should be applied to these records. Any paper, once saved to digital format, would be considered a reference copy and should be destroyed once no longer needed but kept no longer than the retention time listed.	Digital File	12/8/2016	Permanent or Indefinite	0	No Retention 0	See Description Current
Digital File will be kept permanently within the agency.						
Schedule #: 480 11#:Drawings, Plans and Histories of Maine Dam Projects						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Original drawings of: Fishways; dams; hatcheries; property surveys; buildings. Paper will be destroyed when scanned and originals sent to Maine State Archives and no longer needed within the agency. Keep digital copy in agency until no longer referenced.	Digital File	12/8/2016	Variable - See Description	0	No Retention 0	Archives Current

Schedule #: 480 12#:MDIFW Real Property Interest Related Documents

Includes MDIFW realty related documents such as deeds, easements, leases, memorandum of agreements, memorandum of understanding, survey plans, correspondence and other related documents. Examples of these types of documents show ownership, acquisition value, restrictions, date of purchase or agreement, etc. Agency keeps copies of original documents until referencing stops. Original copies will be sent to Archives upon acquisition/close of purchase	Digital File	12/8/2016	Variable - See Description	0	No Retention 0	Archives Current
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	Paper	12/8/2016	Variable - See Description	0	No Retention 0	Archives Current
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Schedule #: 480 13#:License Agent Reporting

Receipts, correspondence, completed report forms (licenses received by agent must be balanced either by monies for licenses sold or by returning the unsold licenses to office). Retention period refers to balanced reports. Unbalanced reports either are balanced, or may be destroyed when written off.	Paper	6/4/1986	Years	3	No Retention 0	Destroy Current
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Schedule #: 2037 18:Licensing and Registration Tests for Guide, Taxidermy, Falconry & Leashed Dog Tracking Applicants

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Tests and related documents for Taxidermy, Guides, Rehabilitation, Leashed Dog Tracking and Falconry.	Mixed	12/8/2016	Years 6	No Retention 0	Destroy	Current

Keep the record in either paper or digital but not longer than 6 yrs total.

The digital file is considered the "Record Copy" and the full retention should be applied to these records. Any paper, once saved to digital format, would be considered a reference copy and should be destroyed once no longer needed but kept no longer than the retention time listed.

(MX=mixed media, paper and digital format)

Schedule #: 2037 19:Licensing and Registration Related License, Permit and Registration Applications

Applications for IFW related licenses, permits and registrations unless part of another record schedule or series.	Mixed	12/8/2016	Years 6	No Retention 0	Destroy	Current
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Keep the record in either paper or digital but not longer than 6 yrs total.

The digital file is considered the "Record Copy" and the full retention should be applied to these records. Any paper, once saved to digital format, would be considered a reference copy and should be destroyed once no longer needed but kept no longer than the retention time listed.

(MX=mixed media, paper and digital format)

Schedule #: 2037 20:Licensing and Registration Hunting, Fishing and Trapping Licenses

Hunting, Fishing and Trapping Licenses and related permits unless part of another record schedule or series.	Paper	12/8/2016	Years 6	No Retention 0	Destroy	Current
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If the paper is the original format scan into digital. All digital records shall be kept within the MOSES System or equivalent database that is responsible for keeping all licenses and permits.

The digital file is considered the "Record Copy" and the full retention should be applied to these records. Any paper, once saved to digital format, would be considered a reference copy and should be destroyed according to the schedule but kept no longer than the retention time listed.	Digital File	12/8/2016	Years 50	No Retention 0	Destroy	Current
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236#:Public Information & Education

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Schedule #: 1302 2:IF&W (Inland Fisheries and Wildlife) Documentary and Educational Videos</p> <p>Documentary and educational type films and videos on Maine wildlife and fisheries resources. Any forms of video that are no longer readable should be transferred into a readable type. Keep in agency until no longer referenced.</p>	Digital File	12/8/2016	Variable - See Description	0	No Retention 0	Archives Current
189#:Resource Management						
<p>Schedule #: 478 2#:Federal Projects - Financial Supporting Documents</p> <p>Specific project reports - outlining breakdown of funding; outlining how various projects stand in regard to funding for a specific period of time; correspondence or information related to federal funding Pittman-Robertson, Dingell-Johnson. Retention counted from completion of project.</p> <p>The digital file is considered the "Record Copy" and the full retention should be applied to these records. Any paper, once saved to digital format, would be considered a reference copy and should be destroyed once no longer needed but kept no longer than the retention time listed.</p>	Digital File	12/8/2016	Years	10	No Retention 0	Destroy Current
	Paper	12/8/2016	Years	10	No Retention 0	Destroy Current
<p>Schedule #: 869 3A:Wildlife Habitat Maps (Originals)</p> <p>These maps delineate habitats of wildlife in various locations throughout Maine. They are used by town planning boards to facilitate their comprehensive plans. The originals are to be kept by the Enfield Regional Office, copies are sent to headquarters in Augusta. Retain until updated.</p> <p>These digital maps are updated on an on-going, real-time basis as needed. Each electronic version shall be kept until a more updated version is made, replacing the older version.</p>	Digital File	12/8/2016	Variable - See Description	0	No Retention 0	See Description Current
<p>Schedule #: 869 3B:Wildlife Habitat Maps (Copies)</p>						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>These maps delineate habitats of wildlife in various locations throughout Maine. They are used by town planning boards to facilitate their comprehensive plans. The originals are to be kept by the Enfield Regional Office, copies are sent to headquarters in Augusta.</p> <p>These digital maps are updated on an on-going, real-time basis as needed. Each electronic version shall be kept until a more updated version is made, replacing the older version.</p>	Digital File	12/8/2016	Variable - See Description	0	No Retention 0	See Description Current
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<p>Schedule #: 1679 12:Lake and Stream Management Files</p> <p>Lake and Stream Management Files MDIFW files for historical and current information on lakes, ponds, and streams within the management region. A typical file includes correspondence, fish collection data, water quality, Gillnet Collections, Stocking reports, Lake Survey, angler use, creel/warden census, electrofishing data, spawning data and reports.</p> <p>Paper and/or digital records kept in agency until no longer referenced. When no longer referenced, records shall be sent to Archives. Also, upon completion, a digital copy of published reports shall be sent to the Maine State Library to meet the statutory requirements of Title 1, Chapter 13, Section 501-A.</p>	Digital File	12/8/2016	Variable - See Description	0	No Retention 0	Archives Current
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	Paper	12/8/2016	Variable - See Description	0	No Retention 0	Archives Current
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<p>Schedule #: 1844 13#:Environmental Review Requests</p>						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>These are review requests submitted to (MDIFW) to determine if there are any zoological features that could be impacted by proposed development or activity (including DEP/LURC shore land alteration permitting, natural resources protection permitting, and site permitting), within a given property boundary for forest management planning and/or for Natural Resource Conservation Service (NRSC) farm bill planning. Responses typically include a letter, a checklist, and if appropriate, a map.</p> <p>If in paper format keep only until scanned into digital format and then destroy. Digital copy to be retained in agency for 10 years.</p> <p>The digital file is considered the "Record Copy" and the full retention should be applied to these records. Any paper, once saved to digital format, would be considered a reference copy and should be destroyed once no longer needed but kept no longer than the retention time listed.</p>	Digital File	12/8/2016	Years 10	No Retention 0	Destroy	Current

Schedule #: 2038 14:Resource Management Related Licenses and Permits

<p>Licenses and Permits issued by the Department unless part of another record schedule or series. Examples include Private Pond Stocking, Sucker, Derby, Bass Tournament, ADC, Captive Wildlife, Scientific Collection and Educational Permits, etc.</p> <p>If the paper is the original format scan into digital.</p>	Paper	12/8/2016	Years 6	No Retention 0	Destroy	Current
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<p>The digital file is considered the "Record Copy" and the full retention should be applied to these records. Any paper, once saved to digital format, would be considered a reference copy and should be destroyed according to the schedule but kept no longer than the retention time listed.</p>	Digital File	12/8/2016	Years 25	No Retention 0	Destroy	Current
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Schedule #: 2039 15:Resource Management Reports/Special Studies

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Regulatory/Technical/Biological and/or Informational reports authored by this Department. Examples include: Deer Wintering Area reports, big game species and fisheries species management studies including progress reports, interim summary reports and final reports. A digital record is kept in the office for 7 years for business purposes. (Disposition Destroy) Upon completion, a copy shall be sent to the Maine State Library to meet the statutory requirements of Title 1, Chapter 13, Section 501-A.	Mixed	12/8/2016	Variable - See Description	0	No Retention 0	Archives Current

(MX=mixed media, paper and digital format)

218#:Warden Service

Schedule #: 479 10:Pre-employment Psychological Evaluation/Examination - Related Records of Wardens Not Hired

Pre-employment psychological evaluation/examination –related records of Maine Game Wardens not hired by IF&W. The agency creates such records in the course of evaluating persons applying for Game Warden sworn law enforcement officer positions. Records are used by the agency to evaluate applicants for such positions. Records often contain extremely personal information about applicants.	Mixed	5/17/2017	Years	3	No Retention 0	Destroy Current
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(MX=mixed media, paper and digital format)

The digital file is considered the “Record Copy” and the full retention should be applied to these records. Any paper, once saved to digital format, would be considered a reference copy and should be destroyed once no longer needed but kept no longer than the retention time listed.

Schedule #: 479 11:Training Records

Warden related training documentation related to annual reoccurring training, including new law updates, firearms, emergency vehicle operation, specialty team training for incident management, dive & K-9 teams etc.	Digital File	12/8/2016	Contingent Upon Event - See Description	0	No Retention 0	Destroy Current
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Retain any paper record only until no longer needed, scan or put into digital format and retain digital format only 4 yrs after separation from the agency.

The digital file is considered the “Record Copy” and the full retention should be applied to these records. Any paper, once saved to digital format, would be considered a reference copy and should be destroyed once no longer needed but kept no longer than the retention time listed.

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Schedule #: 479 12:72-Hour Recreational Vehicle Crash Forms</p> <p>This only includes 72-hour crash forms used when the accident is property damage only and less than \$1,000 worth of damage for ATVs & Snowmobiles and less than \$2,000 for watercraft.</p> <p>Retain paper only until no longer needed, scan into digital format and retain 10 years.</p> <p>The digital file is considered the "Record Copy" and the full retention should be applied to these records. Any paper, once saved to digital format, would be considered a reference copy and should be destroyed once no longer needed but kept no longer than the retention time listed.</p>	Digital File	12/8/2016	Years 10	No Retention 0	Destroy	Current
<p>Schedule #: 479 13:Landowner Relations Related Records</p> <p>Records related to "Keep Maine Clean Program", the Landowner Relations Program, the Landowner Relations Advisory Board, including annual reports, statistics, and meeting notes.</p> <p>Retain paper copy until no longer needed then scan into digital copy and keep 10 years.</p> <p>The digital file is considered the "Record Copy" and the full retention should be applied to these records. Any paper, once saved to digital format, would be considered a reference copy and should be destroyed once no longer needed but kept no longer than the retention time listed.</p>	Digital File	12/8/2016	Years 10	No Retention 0	Destroy	Current
<p>Schedule #: 479 14:Whitewater Boating Program Records</p> <p>Includes crash reports, allocations, bid info, outfitter business records. Retain 10 years regardless of media type, however the digital file is considered the "Record Copy" and the full retention should be applied to these records. Any paper, once saved to digital format, would be considered a reference copy and should be destroyed once no longer needed but kept no longer than the retention time listed.</p> <p>(MX=mixed media, paper and digital format)</p>	Mixed	12/8/2016	Years 10	No Retention 0	Destroy	Current
<p>Schedule #: 479 15:Warden Service Issued Permits and Related Records</p>						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Miscellaneous paper permits & records which may include nuisance wildlife permits, crop damage permits, suppressor hunting permits, snowmobile race permits, ATV event permits, dog training area permits or others.</p> <p>These permits are generally produced originally in paper format, retain any paper only until no longer needed and scan into digital format to be kept in database managed by State Police. Retain digital records for 10 years.</p> <p>The digital file is considered the "Record Copy" and the full retention should be applied to these records. Any paper, once saved to digital format, would be considered a reference copy and should be destroyed once no longer needed but kept no longer than the retention time listed.</p>	Digital File	12/8/2016	Years 10	No Retention 0	Destroy	Current

Schedule #: 479 16:Warden Service Law Enforcement Records Held Within an Electronic Database

<p>Law enforcement related case files held by warden service within an electronic records management system which may have value historically, statistically or for case investigation purposes shall be kept within the electronic database for 70 years. Records include: complaints, investigations, violations & hunting incidents. – Keep in agency (within database) 70 yrs.</p> <p>Any paper records should be kept until no longer referenced, scanned into the electronic records management system and destroyed.</p> <p>The digital file is considered the "Record Copy" and the full retention should be applied to these records. Any paper, once saved to digital format, would be considered a reference copy and should be destroyed once no longer needed but kept no longer than the retention time listed.</p>	Digital File	12/8/2016	Years 70	No Retention 0	Destroy	Current
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Schedule #: 479 17:Warden Service Law Enforcement Cold Case Records Held Within an Electronic Database

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>Warden service records held within an electronic database that concern all open investigations relating to the disappearance or death of an individual that do not have conclusive results shall remain open and be kept indefinitely or a minimum of 120 years. Examples may include: search and rescue cases in which the individual was not located or any death related investigation in which suspicion of foul play is a concern and no individual has been charged. Keep in agency (within database) indefinitely or 120 years.</p> <p>Any paper records should be kept until no longer referenced, scanned into the electronic records management system and destroyed.</p> <p>The digital file is considered the "Record Copy" and the full retention should be applied to these records. Any paper, once saved to digital format, would be considered a reference copy and should be destroyed once no longer needed but kept no longer than the retention time listed.</p>	Digital File	12/8/2016	Variable - See Description	0	No Retention 0 Destroy	Current
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<p>Schedule #: 479 4#:Safety Program Card Files</p> <p>Student cards: Hunter Safety Course; Bow hunter Course; Boating Course; Trapper Education; Snowmobile Safety; ATV; SAR Groups & Individuals. Instructor Cards: Hunter Safety Course; Bow hunter Course; Trapper Education; Snowmobile Safety; ATV. Student cards contain statistical information and pass/fail. Instructor cards contain summation of course and who attended. Retain paper file only until no longer needed, scan into digital format and keep 75 yrs.</p> <p>The digital file is considered the "Record Copy" and the full retention should be applied to these records. Any paper, once saved to digital format, would be considered a reference copy and should be destroyed once no longer needed but kept no longer than the retention time listed.</p>	Digital File	12/7/2016	Years	75	No Retention 0 Destroy	Current
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<p>Schedule #: 479 5#:Exam Applications for Safety Instructors</p> <p>Hunter, Snowmobile, Boating, ATV Safety Course Instructor exam & application form. Retain a digital copy of only the front page which includes pertinent contact information and the exam score--all other pages including the test itself should be destroyed after one year.</p>	Digital File	12/8/2016	Years	25	No Retention 0 Destroy	Current

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The digital file is considered the "Record Copy" and the full retention should be applied to these records. Any paper, once saved to digital format, would be considered a reference copy and should be destroyed once no longer needed but kept no longer than the retention time listed.	Paper	12/8/2016	Years 1	No Retention 0	Destroy	Current

Schedule #: 479 7:Personnel Complaint-Related Records

IF&W internal affairs records (including, but not limited to, reports, photographs, and video and audio recordings) relating to personnel complaints and investigations resulting in a post-investigation disposition of (1) information, (2) exoneration, (3) unfounded, or (4) not sustained, unless any given complaint presents Giglio-related issues. The agency creates such records in the course of investigating personnel complaints. Records are used by the agency to determine the merit of complaints. Investigation-related records, including, but not limited to, reports, video and audio recordings, and photographs.	Mixed	12/8/2016	Years 6	No Retention 0	Destroy	Current
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(MX=mixed media, paper and digital format)

The digital file is considered the "Record Copy" and the full retention should be applied to these records. Any paper, once saved to digital format, would be considered a reference copy and should be destroyed once no longer needed but kept no longer than the retention time listed.

Schedule #: 479 8:Personnel Complaint-Related Records - Giglio Aspect

IF&W internal affairs related records (including, but not limited to, reports, photographs, and video and audio recordings) relating to personnel complaints and investigation that present Giglio-related issues, regardless of the post-investigation disposition of the complaints. The agency creates such records in the course of investigating personnel complaints. Records are used by the agency to determine the merit of complaints. Investigation-related records, including, but not limited to, reports, video and audio recordings, and photographs.	Mixed	12/8/2016	Contingent Upon Event - See Description	0	No Retention 0	Destroy	Current
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These records will be kept 4 years after separation within the agency.

(MX=mixed media, paper and digital format)

The digital file is considered the "Record Copy" and the full retention should be applied to these records. Any paper, once saved to digital format, would be considered a reference copy and should be destroyed once no longer needed but kept no longer than the retention time listed.

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #: 479 9:Pre-employment Psychological Evaluation/Examination - Related Records of Wardens Hired						
Pre-employment psychological evaluation/examination –related records of Maine Game Wardens hired by IF&W. Pre-employment psychological evaluation/examination -related records (including, but not limited to, reports) of Game Wardens hired by IF&W. The agency creates such records in the course of evaluating persons applying for Game Warden sworn law enforcement officer positions. Records are used by the agency to evaluate applicants for such positions. Records often contain extremely personal information about applicants. Destroy records once applicant has been hired.	Mixed	12/8/2016	Contingent Upon Event - See Description 0	No Retention 0	Destroy	Current

(MX=mixed media, paper and digital format)

The digital file is considered the “Record Copy” and the full retention should be applied to these records. Any paper, once saved to digital format, would be considered a reference copy and should be destroyed once no longer needed but kept no longer than the retention time listed.