



**Agency Records Disposition Schedule**

Department: Department of Conservation

Section: Education Branch

Division: Engagement Division

Sub-Section:

**TITLE:** Discover Nature Schools (DNS) Program Participant Records

**CUTOFF:** When Superseded or Outdated

**DESCRIPTION:** Participant records including, but not limited to, school name, address, school administrator and contact information, grant history, and teachers associated with the school that have attended training.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 24566

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/28/2023

**TITLE:** Hunting Incident Reports

**CUTOFF:** End of State Fiscal Year of Completion of Report

**DESCRIPTION:** Detailed reports prepared by Protection agents consisting of the date, time, specific location, name of the victim, and immediate facts and circumstances surrounding the initial report of a hunting incident. Records include but are not limited to, agency investigation, and recommendations for educational or punitive actions regarding hunters who have injured other hunters.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21203

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/28/2023

**TITLE:** Student Hunter Education Course Completion and Certification Records

**CUTOFF:** When Superseded or Outdated

**DESCRIPTION:** Records of completion and certification for the Student Hunter Education Course. Records include, but are not limited to, certifications, revocations, re-certifications, student information, location of course, and instructor.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:** Certifications are lifetime unless revoked.

**DISPOSITION ACTION:** Destroy

**SERIES:** 21205

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/28/2023