



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Deaf, Indiana State School for the

Agency: Deaf, Indiana State School for the		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	2011-14	<b>GENERAL STUDENT RECORDS</b> Educational, residential or medical records which list information about multiple students on the same record. Disclosure of these records may be affected by 34 CFR 99.30 through 99.37.	TRANSFER to the INDIANA ARCHIVES for permanent archival retention, three (3) years after all students listed in a record have left the Indiana School For the Deaf.
2	2011-13	<b>INDIVIDUAL STUDENT RECORDS</b> Educational, residential or medical records pertaining to an individual student at the Indiana School for the Deaf. Disclosure of these records may be affected by 34 CFR 99.30 through 99.37.	TRANSFER to the INDIANA ARCHIVES for permanent archival retention, three (3) years after the student leaves the Indiana School For the Deaf.