

RECORDS RETENTION AND DISPOSITION SCHEDULE

Health, Department of. Maternal And Child Health Division.

Agency: Maternal And Child Health Division Division:			
ITEM	RECORD	TITLE/DESCRIPTION	RETENTION PERIOD
NO.	SERIES	(This Retention Schedule is approved on a space-available basis)	
1	80-1164	MCH PROJECT FILE	TRANSFER to the RECORDS CENTER two (2)
		A typical file would contain grant proposals, approval	years after the end of the federal fiscal
		sheets, staff reports, budgets, quarterly expenditure	year in which grant period concludes.
		reports and correspondence for all programs within this	TRANSFER to the INDIANA ARCHIVES for
		Division. These records are filed by program area and date.	EVALUATION, SAMPLING or WEEDING pursuant to
		Retention based on IC 34-13-1-1, (2004 Edition)	archival principles after an additional
			eight (8) years.
2	80-1157	GRANT PROGRAM REPORTS	TRANSFER to the RECORDS CENTER after five
		This record consists of grant performance reports of the	(5) years. DESTROY after an additional one
		grantee plus any consultant's notes. Grants can be received	(1) year in the RECORDS CENTER.
		for up to a four (4) year time period. Grant fiscal data is	
		maintained as a separate record in the finance Division of	
		the State Department of Health.	
3	80-1166	TITLE V GRANT APPLICATION/ANNUAL REPORT	DESTROY after three (3) years.
		Record consists of copies of the annual application for	
		federal Title V funds.	
4	83-1188	MCH PROJECT DATA REPORTS	DELETE when no longer needed for reference.
		The Maternal and Child Health Program is responsible for	
		compiling statistics on programs funded thru the Maternal	
		and Child Services Block Grant. Local clinics provide	
		services to patients and submit information to this State	
		Department of Health section for compilation into	
		statistical data.	