



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Police, State. Missing Children Clearinghouse.

Agency: Missing Children Clearinghouse		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	2000-17	<b>INTAKE AND MISSING CHILDREN LEADS</b> These records are maintained in a loose-leaf three (3) ring binder. The type of request, name of the subject and any additional information needed to complete this form is recorded. At this stage, this is not an active case but the potential is there to become an active case. Confidential, [IC 10-1-7-5(d), (1998 Edition)]; but may be disclosed at the discretion of the Clearinghouse for purposes of locating missing children. Retention partially based on IC 34-11-2-6, (1998 Edition)	TRANSFER to MISSING CHILDREN CASE FILES-ACTIVE one (1) year after the intake date if the information develops into an active case. Otherwise, DESTROY five (5) years after the date of intake.
2	90-14	<b>MISSING CHILDREN CASE FILES - ACTIVE</b> A "missing child" means any person under eighteen (18) years of age who: (1) is, or is believed to be, a temporary or permanent resident of Indiana; (2) is at a location that cannot be determined by the person's parent or legal custodian; and (3) has been reported missing to a law enforcement agency. Typical ACTIVE CASE FILE would contain Indiana Missing Children Clearinghouse Report Form (SF 42290), a Missing Children Bulletin (SF 42433), IDACS & NCIC (National Crime Information Center) printouts and an initial case report. Arranged alphabetically by missing child's last name and calendar year. Confidential, (IC 10-1-7-5(d), 1998 Edition)	TRANSFER to MISSING CHILDREN CASE FILES-CLOSED when child is located or arrested.
3	90-15	<b>MISSING CHILDREN CASE FILES - CLOSED</b> Retention based on IC 5-14-3-4(e), 1998 Edition and 1999 IC Supplement)); Confidential (IC 10-1-7-5, 1998 Edition)]	MICROFILM according to 60 IAC 2 after the end of the calendar year in which the case is closed. TRANSFER original negative roll to the Indiana Archives, after verification of the microfilm for completeness and legibility. DESTROY hard copy records after verification of the microfilm for completeness and legibility. DESTROY agency (duplicate) negative 75 years after case is closed.
4	90-16	<b>INITIAL INFORMATION REPORTS</b> Reports consist of the IDACS and the NCIC computer database entries. The IDACS Section of the Indiana State Police also retains these entries for five (5) years. Confidential, [IC 10-1-7-5(d), (1998 Edition)]; but may be disclosed at the discretion of the Clearinghouse for purposes of locating missing children.	ELECTRONICALLY DELETE from the database five (5) years after receipt of the report unless CASE FILE has been reactivated.
5	90-19	<b>STATE BOARD OF HEALTH FILE</b> This record series consists of a weekly cover letter to the Office of the Registrar of Vital Statistics along with the latest list of missing children and cancellations (children located). Confidential, (IC 10-1-7-5, 1989 IC Supplement) Retention based on IC 34-1-2-2(2), 1988 Edition	DESTROY five (5) years after any related ACTIVE CASE FILE has been closed.