



RECORDS RETENTION AND DISPOSITION SCHEDULE

Health, Department of. Local Health Outreach.

Agency: Local Health Outreach		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	2012-06	LOCAL HEALTH MAINTENANCE FUND AND TRUST ACCOUNT RECORDS Pursuant to IC 4-12-7 and IC 16-46-10, the Indiana State Department of Health distributes grant funds to eligible county and local health departments. Records include application packets, letters or contracts indicating approval of award, award budget adjustments, correspondence, and other supporting documents relating to the maintenance of these funds. Retention based on IC 34-13-1-1.	TRANSFER to the RECORDS CENTER five (5) years after disbursement of or denial of grant, and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional five (5) years in the RECORDS CENTER. TOTAL RETENTION: ten (10) years plus receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
2	2013-03	LOCAL HEALTH DEPARTMENT ANNUAL REPORTS Reports received by the State Department of Health from local health departments covering activities, projects, events, statistics, budgets and expenditures. Currently, records are received in electronic format only; previous records exist in various paper formats.	TRANSFER one (1) copy to the INDIANA ARCHIVES for EVALUATION, SAMPLING, and WEEDING pursuant to archival principles two (2) years after receipt.
3	2013-04	LOCAL BOARD OF HEALTH ROSTERS AND APPOINTMENTS	DESTROY after five (5) years.