



RECORDS RETENTION AND DISPOSITION SCHEDULE

Health, Department of. Oral Health Program.

Agency: Oral Health Program		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	2014-09	ORAL HEALTH SURVEILLANCE ACTIVITIES - SUMMARY REPORTS These are summary reports of oral health surveillance activities conducted by the Oral Health Program. The summary reports can be generated by the computer system. Disclosure of these records may be subject to IC 5-14-3-4(a)(9).	TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, one (1) year after a summary report is completed.
2	2014-10	ORAL HEALTH SURVEILLANCE ACTIVITIES - ABSTRACTION DATA These are annual or bi-annual public health surveillance activities conducted by the Oral Health Program. (An example is a data request to FSSA/Medicaid concerning the oral health status of children enrolled in Medicaid.) This data is generally transmitted electronically to the ISDH and is stored in a secure manner on an ISDH associated server. Disclosure of these records may be subject to IC 5-14-3-4(a)(9).	DESTROY after time period prescribed in the Institutional Review Board documents for the specific project, or after seven (7) years, whichever is later. If no governing IRB document exists, DESTROY after seven (7) years.
3	80-1704	ORAL HEALTH SURVEYS - SUMMARY REPORTS These are summary reports of oral health screenings associated with Oral Health Surveys. The summary reports can be generated by the computer system. Disclosure of these records may be subject to IC 5-14-3-4(a)(9).	TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles; one (1) year after the summary report is completed.
4	80-1705	ORAL HEALTH SURVEYS - PERMISSION DOCUMENTS, SCREENING FORMS and DATASETS These are infrequent surveys with paper and/or online documents conducted under the supervision of the Oral Health Program. (An example is a survey conducted with third grade school students with the help of public and/or private schools.) Disclosure of these records may be subject to IC 5-14-3-4(a)(9).	DESTROY after time period prescribed in the Institutional Review Board documents for the specific project, or after seven (7) years, whichever is later. If no governing IRB document exists, DESTROY after seven (7) years.
5	80-1715	FEDERAL GRANT FILES Oral Health Program grant applications go through the Director of Policy and Grant Management for the State Department of Health. A shared drive is set up on the State Department of Health's computer network to serve as a depository for this type of information. The Oral Health Program retains a copy on this network drive and a paper copy, also. The Finance Division of the State Department of Health maintains the record copy of all grant applications, awards, and financial status reports. Retention based on IC 34-13-1-1.	TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles; ten (10) years after the end of the federal fiscal year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
6	2019-27	ORAL HEALTH EDUCATION COURSES Courses developed by the Oral Health Program for both Continuing Education credits and general education for dental professionals. Continuing Education courses include student records. No fee is required for either type of course. Retention based on IC 25-13-2-4 and IC 25-14-3-6. Disclosure of these records may be affected by IC 5-14-3-4(b)(3) and (4).	DESTROY student records after two (2) years; DESTROY course materials two (2) years after the course is discontinued or the material is removed/replaced.