



RECORDS RETENTION AND DISPOSITION SCHEDULE

Child Services, Department of. Child Support.

Agency: Child Support		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	81-759	CASE INFORMATION Series includes federally required information on all Indiana child support cases (both Title IV-D and non Title IV-D) and any out of state child support cases where Indiana is involved. Supporting documents include state and/or federal forms, memos, and correspondence. Most of this information is contained in Indiana's computerized statewide child support system, but some interstate cases also have paper records attached. Disclosure of these records may be affected by 45 CFR 303.15 and 45 CFR 303.21. Retention based on 45 CFR 302.15.	IMAGE hard copy records according to IARA imaging standards. DESTROY hard copies after verification of the images for completeness and legibility. DELETE individual electronic records three (3) years after the calendar year of case closure, which happens when the noncustodial party's payment obligation has officially ended.
2	89-195	AUDIT REPORTS Maintained electronically. Reports include copies of county agency audits. Retention based on 45 CFR 302.15.	DELETE records after three (3) years and after receipt of federal audit.
3	89-198	PRE-OFFSET TAX NOTICES Maintained electronically. The Indiana Department of Revenue provides the Child Support Bureau with electronic information concerning potential tax refund offsets for certain individuals who also owe child support arrearage. Disclosure of these records may be affected by 26 UCS 6103.	DELETE data after one (1) year.
4	2022-11	GENERAL CHILD SUPPORT FILES, NON-CASE INFORMATION Maintained electronically. Series includes general agency files that are not federally required case information. Files may include, but are not limited to, incoming mail correspondence from participants in Title IV-D cases, incoming mail correspondence from employers, returned mail, and administrative appeals documents. Disclosure of these records may be affected by 45 CFR 303.21.	IMAGE hard copy records according to IARA imaging standards. DESTROY hard copies after verification of the images for completeness and legibility. DELETE electronic records after three (3) years.