



RECORDS RETENTION AND DISPOSITION SCHEDULE

Health, Department of. Indiana Lead And Healthy Homes Program.

Agency: Indiana Lead And Healthy Homes Program		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	2019-21	RADON PROGRAM A typical file contains the Application for Radon Tester/Mitigator Certification, SF 45703, and correspondence. Renewals may show applicant name changes or problem applications. Renewals are performed biennially. Retention partially based on 410 IAC 5.1-1-22.[Record Series History Note: Formerly Record Series Number 97-12, which was a duplication of the number assigned to an unrelated Bureau of Motor Vehicles record series. That series remains active under RS 97-12, while this one has been assigned a new number to correct the duplication error.]	IMAGE according to IARA standards on receipt, and DESTROY hard copies after verification of electronic records for completeness and legibility. DELETE electronic records four (4) years after the latest renewal and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
2	2003-08	INDIANA CHILDHOOD LEAD POISONING PREVENTION PROGRAM BLOOD TEST, SF 14465 Medical information of children who have been screened for lead poisoning. May include SF 14465, parental permission signatures, and other supporting documents. Disclosure of these records may be subject to IC 16-41-(8-1 and 39.4-4). Retention based on IC 34-11-6-1.	IMAGE new records according to IARA standards on receipt, and DESTROY hard copies after verification of electronic records for completeness and legibility. DELETE electronic records twenty-three (23) years after latest records date. DESTROY any legacy hard copies stored in the RECORDS CENTER twenty-three (23) years after the latest records date.
3	2009-13	CHILDREN'S CASE MANAGEMENT SERVICE FILES May include child's medical information, parent/guardian information, case notes, various follow-up and contact information, and risk assessment. Case is typically closed when child reaches seven (7) years of age. Disclosure of these records may be subject to IC 16-41-(8-1 and 39.4-4). Retention based on IC 34-11-6-1.	IMAGE new records according to IARA standards after closure of the case. TRANSFER one (1) copy of electronic records to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, in a format approved by Indiana Archives staff. DELETE agency copy of electronic records twenty (20) years after closure of the case. TRANSFER any legacy hard-copies stored in the RECORDS CENTER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, twenty (20) years after closure of the case.[NOTE: No new records may be transferred to the Records Center under this Record Series after 3/20/2019.]