



RECORDS RETENTION AND DISPOSITION SCHEDULE

Health, Department of. Vital Records Section.

Agency: Vital Records Section		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	81-237	MARRIAGE INDEX - MASTER ANNUAL PRINTOUT The Management Information Services Division of the State Department of Health produces this report for the Office of the Registrar of Vital Statistics. It consists of the marriage certificate number, name of the bride and groom, county of issue, and month, day and year of marriage. Used to respond to inquiries on how and where to obtain copies of original marriage certificate(s). Bound volumes currently date back to 1958. THIS IS A CRITICAL RECORD.	GENERATE electronic report for all marriages registered during the year; MICROFILM according to 60 IAC 2 annually. TRANSFER master microfilm roll to the INDIANA ARCHIVES for permanent archival retention. MAINTAIN original electronic records permanently for agency research and access purposes.
2	81-241	CERTIFICATE OF DEATH Now maintained electronically. Disclosure of these records may be subject to IC 16-37-1-10 and IC 16-37-3-9(b). THIS IS A CRITICAL RECORD.	GENERATE electronic death certificates for all deaths registered during the year; MICROFILM according to 60 IAC 2 annually. TRANSFER master microfilm roll to the INDIANA ARCHIVES for permanent archival retention. MAINTAIN original electronic records permanently in agency for research and access purposes.
3	81-242	DEATH INDEX This electronically-generated report is comparable to the Birth Index, Record Series Number 81-239. The Death Index contains the full name, date of death, place of death (hospital or address) and the State File Number. Disclosure of these records may be subject to IC 16-37-1-10. THIS IS A CRITICAL RECORD.	GENERATE electronic report and MICROFILM according to 60 IAC 2 annually. TRANSFER master microfilm roll to the INDIANA ARCHIVES for permanent archival retention. MAINTAIN original electronic records permanently in agency for research and access purposes.
4	81-244	INDIANA STATE REPORT OF FETAL DEATH Also called still births, pursuant to IC 16-37-3-3. Now maintained electronically. Disclosure of these records may be subject to IC 16-37-1-10 and IC 16-37-3-9. Permanent record with the local health officer, pursuant to IC 16-37-3-9.	GENERATE electronic report of all deaths registered during the year; MICROFILM according to 60 IAC 2 annually. TRANSFER master microfilm roll to the INDIANA ARCHIVES for permanent archival retention. MAINTAIN original electronic records permanently in agency for research and access purposes.
5	2005-03	PUTATIVE FATHER REGISTRY AFFIDAVIT AND REQUEST FROM ATTORNEY During an adoption, an attorney will file a request for a search of the Putative Father Registry, to determine if there are any men claiming to be the father of the child being adopted. A Putative Father Affidavit is created displaying the results of the search; this Affidavit is then used to finalize the adoption. Now maintained electronically.	MAINTAIN electronic records permanently in agency for research and access purposes.
6	2005-04	PUTATIVE FATHER REGISTRATION This form is filed with the Putative Father Registry by men who believe they may have fathered a child who is being placed for an adoption; it allows them to receive notice of a pending adoption. Now maintained electronically.	MAINTAIN electronic records permanently in agency for research and access purposes.
7	81-238	BIRTH CERTIFICATES Birth data is now submitted and maintained electronically, with birth certificates printed only upon request. This Record Series covers only a generated copy of each birth certificate. Disclosure of these records may be subject to IC 16-37-1-10. THIS IS A CRITICAL RECORD.	GENERATE electronic birth certificates for all births registered during the year; MICROFILM according to 60 IAC 2 annually. TRANSFER master microfilm roll to the INDIANA ARCHIVES for permanent archival retention. MAINTAIN original electronic records permanently in agency for research and access purposes.

8	81-239	BIRTH INDEX Now maintained electronically, the index contains the full name, date of birth, place of birth, mother's city or town of residence, Case ID, and State File Number. Disclosure of these records may be subject to IC 16-37-1-10. THIS IS A CRITICAL RECORD.	GENERATE electronic report and MICROFILM according to 60 IAC 2 annually. TRANSFER master microfilm roll to the INDIANA ARCHIVES for permanent archival retention. MAINTAIN original electronic records permanently in agency
9	81-240	RECORD OF ADOPTION FORM, SF 5438 Disclosure of these records may be subject to IC 31-19-19-3. Limited accessibility is permitted for listed persons pursuant to the provisions of the Indiana Adoption History Program, IC 31-19-12-1. THIS IS A CRITICAL RECORD.	MICROFILM according to 60 IAC 2 one (1) year after filing of the record in the Office of the Registrar of Vital Statistics. TRANSFER original (archival) negative roll and hard copies to the INDIANA ARCHIVES after verification of the microfilm for completeness and legibility. TRANSFER duplicate negative roll to the agency. DESTROY duplicate negative roll on termination of the STATE DEPARTMENT OF HEALTH and its successor agencies.
10	81-243	AFFIDAVIT REQUESTING AMENDMENT Official amendments to original birth certificate information. This record series may also include Correction Affidavits, Paternity Affidavits Upon Marriage, or Reports of Legal Change of Name. Now maintained electronically. Disclosure of these records may be subject to IC 16-37-1-10.	MAINTAIN electronic records permanently in agency for research and access purposes.
11	82-526	TERMINATED PREGNANCY REPORT This form is completed by a physician performing an abortion and then transmitted to the Indiana Department of Health (IDOH) for statistical purposes. Disclosure of these records may be subject to IC 16-37-1-10. Retention based on IC 16-39-7-1.	DESTROY seven (7) years after the end of the calendar year of filing, and after publication of an annual report retained under RS GRPUB-2.
12	87-349	VITAL RECORDS REQUEST DATA A permanent record of each request for a certified copy of a birth or death certificate, containing the date of request, and the name and address of the requestor. Retention based on IC 16-37-1-7. Disclosure of these records may be subject to IC 16-37-1-10.	MAINTAIN electronic records permanently in agency for research and access purposes
13	89-203	COURT ORDERED DETERMINATION OF PATERNITY When the circuit court transmits a determination order to the Indiana Department of Health, a birth certificate may be amended based on this order. Now maintained electronically.	MAINTAIN electronic records permanently in agency for research and access purposes.
14	89-204	RECORD OF MARRIAGE (SF 27553) According to IC 31-11-4-18, the State Department of Health shall prescribe a form for recording marriages. The Marriage Index-Master Annual Printout, R.S. # 81-237, is prepared from this form. Marriage records are received at least monthly from the Clerk of the Circuit Court. THIS IS A CRITICAL RECORD.	GENERATE electronic report for all marriages registered during the year; MICROFILM according to 60 IAC 2 annually. TRANSFER master microfilm roll to the INDIANA ARCHIVES for permanent archival retention. MAINTAIN original electronic records permanently for agency research and access purposes.
15	89-206	PERMIT, AND APPLICATION FOR PERMIT, TO DISINTER, REMOVE AND RE-INTER HUMAN REMAINS These requests may be from an individual, or if no living next of kin, permission must be obtained from a court of competent jurisdiction pursuant to IC 23-14-57-1. Now maintained electronically.	IMAGE according to IARA imaging standards; DESTROY originals after verification of electronic records for completeness and legibility. MAINTAIN electronic records permanently in agency for research and access purposes.
16	89-208	PATERNITY AFFIDAVITS, LOCAL HEALTH DEPARTMENT AND HOSPITAL USE The completion of this Paternity Affidavit permits a mother to include the name of a father to whom she is not married on an original Indiana Certificate of Live Birth. Now maintained electronically. Disclosure of these records may be subject to IC 16-37-1-10.	MAINTAIN electronic records permanently in agency for research and access purposes.

17	90-90	<p>IN ADOPTION HISTORY REGISTRATION</p> <p>Pursuant to IC 31-19-12-5, adoption history means: (1) identifying information; (2) the medical history; and (3) non-identifying information. The Indiana Adoption History Registration could contain a brochure briefly explaining the program, the pink Non-Identifying Information Consent, SF 47897, the Blue Form, Identifying Information Consent, SF 47896 and/or SF 46392, ISDH Adoption History Registration Program Birth Parent Nonrelease form. Information may be voluntarily transmitted to the State Registrar who administers the adoption history program. Effective July 1, 1993, an adult adoptee age 21 and over may be able to access this information for adoptions finalized prior to January 1, 1994. A search fee is required. Disclosure of these records may be subject to IC 31-19-19-3. Adoption records may also be disclosed only in accordance with IC 31-9-2 or IC 31-19. Pursuant to IC 31-19-21-4, a person who has transmitted identifying or nonidentifying information may restrict their consent to the release of the information only after the consenting person's death. Now maintained electronically.</p>	MAINTAIN electronic records permanently in agency for research and access purposes.
18	90-91	<p>INDIANA ADOPTION MEDICAL HISTORY REGISTRY</p> <p>This registry is the central depository for the storage and release of medical information filed on the Comprehensive Medical Report (State Form 9966) and the Voluntary Medical Report (State Form 13342, Indiana Adoption Medical History Registry). Individuals who were adopted in Indiana after January 01, 1986, have one (1) or more reports in the registry. Disclosure of these records may be subject to IC 31-19-19-3, and IC 31-19-19-4.</p>	MICROFILM according to 60 IAC 2, one (1) year after filing of the record in the Office of the Registrar of Vital Statistics. TRANSFER original (archival) negative roll and hard copies to the INDIANA ARCHIVES after verification of the microfilm for completeness and legibility. TRANSFER duplicate negative roll to the agency. DESTROY duplicate negative roll on termination of the STATE DEPARTMENT OF HEALTH and its successor agencies.
19	95-54	<p>DELAYED REGISTRATION OF BIRTH</p> <p>Pursuant to IC 16-37-2-5, a Certificate of Birth presented for filing more than one (1) year after the birth occurred is a delayed Certificate of Birth and the record shall be filed only with the State Department of Health. The birth certificates themselves are covered under RS 81-238; this Record Series applies only to the documentation of delayed filing. Disclosure of these records may be subject to IC 16-37-1-10.</p>	MAINTAIN electronic records permanently in agency for research and access purposes.
20	95-56	<p>PUTATIVE FATHER REGISTRY DATABASE</p> <p>Pursuant to IC 31-9-2-100, a putative father means a man who may be a child's father but who: (1) is not married to the child's mother on or before the date that the child is born; or (2) has not established paternity of the child in a court proceeding before the filing of an adoption petition for the child. The term includes a male who is less than 18 years of age. The registry's purpose is to determine the identity and location of an undisclosed putative father who may have conceived a child for who an adoption petition has been or may be filed in order to provide notice of the adoption to the putative father (IC 31-19-5-3). The registry database consists of information entered from the Indiana Putative Father Registry Fee Transmittal, SF 46784. Registry fees collected by the Clerk of the Court are to be sent to the Indiana Department of Health attached to the completed transmittal. Disclosure of these records may be subject to IC 31-19-5-23.</p>	MAINTAIN electronic records permanently in agency for research and access purposes.

21	95-57	RESIDENT OUT OF STATE RECORDS These electronic records consist of births and deaths of Indiana residents occurring in other states. The information is transmitted to the Vital Records Section for statistical use. Disclosure of these records may be subject to IC 16-37-1-10.	DESTROY three (3) years after the end of the calendar year.
22	2023-01	LIVE BIRTH DATA Birth data is now submitted and maintained electronically, with birth certificates printed only upon request. This Record Series covers all data collected for each birth.	MAINTAIN electronic records permanently in agency for research and access purposes.