



RECORDS RETENTION AND DISPOSITION SCHEDULE

Blind, Indiana State School for the

Agency: Blind, Indiana School for the		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	2015-37	INDIVIDUAL STUDENT RECORDS Educational, residential or medical records pertaining to an individual student at the Indiana School for the Blind and Visually Impaired. Disclosure of these records may be affected by 34 CFR 99.30 through 99.37.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING AND WEEDING pursuant to archival principles three (3) years after the student leaves the school.
2	2015-38	GENERAL STUDENT RECORDS Educational, residential or medical records which list information about multiple students on the same record. Disclosure of these records may be affected by 34 CFR 99.30 through 99.37.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING AND WEEDING pursuant to archival principles three (3) years after all students listed in the records have left the school.