



RECORDS RETENTION AND DISPOSITION SCHEDULE

Education, Department of. Special Education Division.

Agency: Special Education Division		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	86-672	FEDERAL PROJECTS This record consists of files on federally funded special education projects. Retention based on 34 CFR, Part 76. Retention based on IC 34-13-1-1	TRANSFER to the RECORDS CENTER after five (5) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after an additional five (5) years in the RECORDS CENTER.
2	86-674	STATE PLAN This is submitted to the U.S. Department of Education, Office of Special Programs, every five (5) years with referencing to the prior five (5) year plan. The federal agency may approve, disapprove or approve with amendments. The state plan must meet federal standards.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, ten (10) years after approval.
3	86-688	RULE S-5 PLACEMENTS 511 IAC 7-47 provides for placements of handicapped children when no appropriate educational agencies are available within the state of Indiana.	DESTROY five (5) years after the child reaches its 19th birthday.
4	86-689	CHILDFIND The program is mandated by PL 94-142, (20 USC 1401-1420). It is designed to locate children not being served but needing special education services. It includes a copy of a promotional film, publicity articles, a 1975 research study, training materials, a policy statement and news clips. Retention partially based on 34 CFR 74.53, with additional time based on administrative need.	TRANSFER to the INDIANA ARCHIVES after ten (10) years, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles.
5	2010-43	INDEPENDENT HEARING OFFICER DECISIONS AND BOARD OF SPECIAL ED APPEALS DECISIONS This record series contains the official decisions of the Independent Hearing Officer and the Board of Special Education Appeals. There is potential for future reference of the decisions. Disclosure of these records may be subject to IC 4-21.5-3-32 and IC 5-14-3-4(b)(2). Retention consistent with IC 34-11-2-7.	TRANSFER to the RECORDS CENTER one (1) calendar year after the final order is issued. TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles; after an additional five (5) years in the RECORDS CENTER. TOTAL RETENTION prior to INDIANA ARCHIVES TRANSFER: Six (6) calendar years after the final order is issued.
6	2010-44	COMPLAINT REPORTS AND INVESTIGATIONS This is the final decision rendered by a complaint investigator plus information gathered to determine if there are violations by a school. Disclosure of these records may be subject to IC 4-21.5-3-32 and IC 5-14-3-4(b)(2). Retention consistent with IC 34-11-2-7.	TRANSFER to the RECORDS CENTER one (1) calendar year after the final agreement is issued. TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after an additional five (5) years. TOTAL RETENTION prior to INDIANA ARCHIVES transfer: Six (6) calendar years after the final agreement is issued.
7	86-683	MEDIATION FILE AND FINAL AGREEMENT This is the record of mediation agreements that are reached between two (2) parties. This also includes records that correspond to the final agreement. The sessions are facilitated by a mediator and both parties sign this agreement. Disclosure of these records may be subject to IC 4-21.5-3-32 and IC 5-14-3-4(b)(2). Retention consistent with IC 34-11-2-7.	TRANSFER to the RECORDS CENTER one (1) calendar year after the final agreement is issued. TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after an additional five (5) years. TOTAL RETENTION prior to INDIANA ARCHIVES transfer: Six (6) calendar years after the final agreement is issued.