



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Health, Department of. Deaf and Hard of Hearing Education, Center for.

Agency: Deaf and Hard of Hearing Education, Center For Division:			
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	2019-18	<b>EARLY INTERVENTION FILES</b> Developmental and/or medical records as well as Summary of Services sheets for Deaf and hard of hearing children who are not yet of school age, filed by child's name, surname first. File closure occurs when child reaches the age of three (3) years. Disclosure of these records may be affected by 20 U.S.C. § 1232g and 34 CFR Part 99.	TRANSFER to the RECORDS CENTER upon file closure and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING, and WEEDING pursuant to archival principles, after an additional seven (7) years in the RECORDS CENTER.
2	2019-19	<b>STUDENT FILES</b> Developmental, educational, and/or medical records for Deaf and hard of hearing children in the primary and secondary school systems, filed by child's name, surname first. File closure occurs when record has been inactive (no changes or additions) for seven (7) years, or when student reaches the age of twenty-two (22), whichever is sooner. Disclosure of these records may be affected by 20 U.S.C. § 1232g and 34 CFR Part 99.	TRANSFER to the RECORDS CENTER upon file closure and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING, and WEEDING pursuant to archival principles, after an additional seven (7) years in the RECORDS CENTER.
3	2019-20	<b>CHILD FILES</b> Ongoing developmental, audiology, medical, and educational records for Deaf and hard of hearing children from identification through school exit, including Diagnostic Audiologic Evaluation (DAE) forms shared from ISDH's Early Hearing Detection and Intervention (EHDI) program and correspondence between the Center and family/professionals. File closure occurs when child reaches the age of twenty-two (22) years. Disclosure of these records may be affected by 20 U.S.C. § 1232g and 34 CFR Part 99.	TRANSFER electronic records to the INDIANA ARCHIVES for EVALUATION, SAMPLING, and WEEDING pursuant to archival principles, in a format approved by Indiana Archives staff, seven (7) years after file closure.