RECORDS RETENTION AND DISPOSITION SCHEDULE
Health, Department of. Maternal And Child Health Division.

Agency: Maternal And Child Health Division   Division:

ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION *(This Retention Schedule is approved on a space-available basis)*	RETENTION PERIOD
1	80-1164	**MCH PROJECT FILE** A typical file would contain grant proposals, approval sheets, staff reports, budgets, quarterly expenditure reports and correspondence for all programs within this Division. These records are filed by program area and date. Retention based on IC 34-13-1-1, (2004 Edition)	TRANSFER to the RECORDS CENTER two (2) years after the end of the federal fiscal year in which grant period concludes. TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after an additional eight (8) years.
2	80-1157	**GRANT PROGRAM REPORTS** This record consists of grant performance reports of the grantee plus any consultant's notes. Grants can be received for up to a four (4) year time period. Grant fiscal data is maintained as a separate record in the finance Division of the State Department of Health.	TRANSFER to the RECORDS CENTER after five (5) years. DESTROY after an additional one (1) year in the RECORDS CENTER.
3	80-1166	**TITLE V GRANT APPLICATION/ANNUAL REPORT** Record consists of copies of the annual application for federal Title V funds.	DESTROY after three (3) years.
4	83-1188	**MCH PROJECT DATA REPORTS** The Maternal and Child Health Program is responsible for compiling statistics on programs funded thru the Maternal and Child Services Block Grant. Local clinics provide services to patients and submit information to this State Department of Health section for compilation into statistical data.	DELETE when no longer needed for reference.