



RECORDS RETENTION AND DISPOSITION SCHEDULE

Health, Department of. Legal Affairs, Office of.

Agency: Legal Affairs, Office of		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	2003-13	OFFICE OF LEGAL AFFAIRS-CHILDREN WITH SPECIAL HEALTH CARE NEEDS APPEALED CASE FILES These attorney-client confidential case files contain medical and financial information on children receiving services through this federal grant program. If an application for services is denied or services terminated, copies of appeal information are forwarded to the Office of Legal Affairs. The original case file is maintained in the Children With Special Health Care Needs Division and transferred to the Indiana Archives under R.S. 86-168. Disclosure of these records may be subject to 410 IAC 3.2-10-1.	TRANSFER to the RECORDS CENTER after closure of the case. DESTROY after an additional twenty-five (25) years in the RECORDS CENTER.
2	2007-03	STATE DEPARTMENT OF HEALTH LEGAL FILES Sometimes called litigation files, records may include written notice of pending or threatened litigation, records of meetings, court sessions and administrative hearings, related correspondence from agency counsel, administration, and other affected parties, and an extensive variety of supporting documentation, including fiscal and planning records. This is an exception to GRLEG-1 on the state's General Retention Schedule due to storage needs. Disclosure of these records may be affected by IC 5-14-3-4(a) (1, 2, 3, 9, and 12) and IC 5-14-3-4(b) (2, 6, 7, and 8). Retention consistent with IC 34-11-2-6 and IC 35-41-4-2(a).	TRANSFER to the RECORDS CENTER after final adjudication of the litigation. TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after an additional five (5) years.
3	2012-05	REDACTED DOCUMENT COPIES FOR THIRD-PARTY REQUESTS Copies of records from various Indiana State Department of Health divisions, which have been requested by third parties such as law firms, non-agency attorneys, reporters and other individuals not associated with the agency. These records may include but are not limited to: files pertaining to license surveys, complaint surveys, follow-up surveys and other investigations, as well as the corresponding public files pertaining to the regulated entities. The records have been redacted in the Office of Legal Affairs to remove confidential information that cannot be disclosed, however some confidential information may remain, if the required legal releases were submitted by the third-party requestor. Retention of these copies as a separate record from the originals is necessary to preserve the record of which information was redacted. Disclosure of these records may be subject to IC 5-14-3-4(a)(1, 3, 9 and 12) and IC 5-14-3-4(b)(2 and 6).	TRANSFER to the RECORDS CENTER one (1) year after the requested records are produced to the third-party requestor. DESTROY after an additional two (2) years in the RECORDS CENTER.