



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Health, Department of. Women, Infants And Children.

Agency: Women Infants And Children		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	80-838	<b>LOCAL AGENCY FILES</b> Budgets and agreements (contracts), correspondence, EBT records, field reports, annual reviews and nutrition education, received and maintained electronically in several related systems. Retention based on IC 34-13-1-1.	TRANSFER one (1) electronic copy of the final expenditure report after the end of the federal fiscal year of publication to the INDIANA ARCHIVES, in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles. DELETE agency copy of expenditure report and all supporting documents ten (10) years after publication of report.
2	2010-27	<b>CIVIL RIGHTS COMPLAINTS</b> These could be received from a WIC client, a county WIC office, an attorney or other sources, and are maintained electronically. The complaint is forwarded to the USDA for investigation and resolution, with ISDH receiving copies of all follow-up information for the file. Disclosure of these records may be subject to IC 5-14-3-4(a)(3), and IC 5-14-3-4(b)(2) and 45 CFR 702.56. Retention based on 45 CFR 705.95(c).	DELETE five (5) years after the year of the complaint resolution.
3	2010-28	<b>CONFERENCES AND TRAINING MATERIAL</b> These typically consist of training for nutrition and clinic services, for vendors and activities at an annual state conference. All files are created and tracked digitally, with no initial hard-copy existing.	DELETE electronic records three (3) years after the end of the latest state conference year.
4	2010-29	<b>INDIANA FARMERS MARKET, THE EMERGENCY FOOD ASSISTANCE PROGRAM (TEFAP) AND COMMODITY AND SUPPLEMENTAL FOOD</b> Created and maintained electronically, these records usually contain funding approval letters, foods approval letters, farmers? market grants and agreements, US Department of Agriculture (USDA) regulations and training materials and registrations. Retention based on IC 34-13-1-1.	DELETE ten (10) years after the end of the federal fiscal funding year and after receipt of STATE BOARD OF ACCOUNTS and federal Audit Reports and satisfaction of unsettled charges for the fiscal funding year.