RECORDS RETENTION AND DISPOSITION SCHEDULE

Family And Social Services Administration. Early Childhood And Out of School Learning.

Agency: Early Childhood And Out of School Learning Division:

ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION *(This Retention Schedule is approved on a space-available basis)*	RETENTION PERIOD
1	2008-44	**CHILDCARE DEVELOPMENT FUND ELIGIBILITY FILES/INTAKE AGENTS** This program is funded via a federal grant agreement. A typical file contains an Application For Child Care Services, State Form Number 46513, correspondence, eligibility determination and any adverse action information. A complete file includes the signed application, pre-voucher reports, verifications of an applicant's identity, service need, income, residence, a provider information page, a signed Parent Rights and Obligations, no State Form Number shown, a signed Hoosier Works for Child Care Authorization, a TANF (Temporary Assistance to Needy Families) referral, many other state and federal forms and any applicable "ICES" screens. Disclosure of these records may be subject to IC 4-1-10 and IC 5-14-3-4(a)(3) and (12), Version a. Retention based on IC 34-13-1-1.	IMAGE according to IARA imaging standards thirty (30) days after approval of the application. DESTROY hard copies after one (1) year and six (6) months, and after verification of images for completeness and legibility. DELETE electronic records after ten (10) federal fiscal years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
2	90-22	**CHILD CARE HOME FILES** These files contain basic licensing information, including the original application for a license, a narrative home study, updates and any departmental recommendations to approve or disapprove the license application. Copies of the licenses are included. If a license was to have enforcement action, the file would typically contain notices of action taken, including appeals, the hearing decision and related documents.	IMAGE according to IARA imaging standards. DESTROY hard copies after verification of electronic records for completeness and legibility. After facility closure, TRANSFER one (1) copy of all electronic records, along with an index, to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, in a format approved by the Indiana Archives staff. DELETE agency copy of electronic records ten (10) years after facility closure.
3	87-545	**LICENSED CHILD CARE CENTERS** These are files of licensees in accordance with IC 12-17.2-4-1 and Child Care Center Rules, 470 IAC 3-4.7-1. Typical file consists of an Application for License to Operate a Child Care Center Under Indiana Code (SF 23138) and Child Care Center Rules Non-Compliance Report (SF 18504). Also included are State Department of Health and State Fire Marshal approvals, narratives and correspondence to and from the child care centers and copies of licenses. Licenses are renewed every two (2) years.	IMAGE according to IARA imaging standards. DESTROY hard copies after verification of electronic records for completeness and legibility. After facility closure, TRANSFER one (1) copy of all electronic records, along with an index, to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, in a format approved by the Indiana Archives staff. DELETE agency copy of electronic records ten (10) years after facility closure.
4	87-546	**UNAPPROVED CHILD CARE CENTER APPLICATIONS** Consists of Application for License to Operate a Child Care Center Under Indiana Code (SF 23138), related correspondence and If the child care center is not licensed within one (1) year, a new application must be submitted.	IMAGE according to IARA imaging standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic records ten (10) years after the date of the application.
5	87-547	**REGISTERED CHILD CARE MINISTRIES** This normally consists of a copy of the registration form received from the Office of Early Childhood and Out of School Learning plus the State Fire Marshal documentation of registration. A semi-annual listing of active registered child care ministries is received from the Office of Early Childhood and Out of School Learning.	IMAGE according to IARA imaging standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic records three (3) years after the date of the last licensure.

Approved by the Indiana Oversight Committee on Public Records

6	2019-28	**CHILD CARE RESOURCE REFERRAL PROGRAM FILES** Files are collected upon expiration of a contract, and include all information pertaining to child care programs, Paths to Quality Participation, and staff professional development retained onsite by Child Care Resource and Referral programs per fulfillment of contractual duties. No fiscal records or information on individual recipients of services are present. All information is organized by Service Delivery Area, and sub-organized by county.	TRANSFER to the RECORDS CENTER after receipt and review of files. DESTROY in the RECORDS CENTER after an additional five (5) years.
7	2020-01	**ON MY WAY PRE-KAY ELIGIBILITY FILES/INTAKE AGENTS** A typical file contains an Application for Pre-K Services (SF 56213, 56214, 56215, 56216, 56236, 56237, or 56239), correspondence, eligibility determination, and any adverse action information. A complete file includes the signed application, verifications of an applicant?s identity, service need, eligibility documents, residence, a provider information page, a signed Parent Rights and Obligations, a signed Hoosier Works for Child Care Authorization, as well as many other state forms and supporting documents. Application is closed after services are rendered. Disclosure of these records may be subject to IC 4-1-10 and IC 5-14-3-4(a)(3) and (12). Retention based on IC 34-13-1-1.	TRANSFER to the RECORDS CENTER after closure and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY in the RECORDS CENTER after an additional ten (10) years.
8	2020-04	**BACKGROUND CHECK CONSENT FORMS** This is the consent form to conduct a background check to verify qualification to work in childcare. The form will contain name, address, DOB, SSN, previous addresses and names. A new consent form is submitted every year. Disclosure of these records may be subject to IC 4-1-10 and IC 5-14-3-4(a)(3) and (12).	IMAGE according to IARA imaging standards. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic records ten (10) years after the date of the application.