



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Family and Social Services Administration.(agencywide).

Agency: Family And Social Services Administration		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	2019-22	<b>AUDIT SERVICES FACILITY REVIEWS</b> The Family and Social Services Administration reviews service providers and facilities for multiple divisions of the Family and Social Services Administration, including but not limited to mental health and rehab facilities, homeless shelters, group homes, TANF/Snap providers, day cares, schools and training centers. Reviews include both the physical facilities and services provided. Files are arranged chronologically in descending order. Distribution lists include names, phone numbers and emails of the service providers and of their agency or division contact(s) within FSSA. Disclosure of these records may be affected by IC 5-14-3-4.	TRANSFER to the RECORDS CENTER after program/file closure. DESTROY in the RECORDS CENTER after an additional ten (10) years.
2	2019-23	<b>RETURNED NOTIFICATION MAIL RECORDS</b> Returned mail that requires preservation of the full envelope contents to prove that the proper attempt was made to distribute important information to an individual or business. Disclosure may be affected by IC 5-14-3-4(a) and 45 CFR 160 & 164. This is an exception to RS GRPOST-1 on the state's General Retention Schedule For All Agencies due to high volume of both receipt and physical contents.	TRANSFER to the RECORDS CENTER at the end of the month of mailing. DESTROY after an additional two (2) years in the RECORDS CENTER.