

## Office of Disability Accommodations Schedules

\* More detailed record descriptions may be found by clicking the MDAH numbers. For general information on state records retention guidelines, please visit [MDAH's Webpage](#). Please contact the Curator or Records Management Specialist with any additional questions.

| <b>*Record</b>                                         | <b>Retention</b>                                                                                                                                                                                                                                                                  | <b>Notes</b> | <b>MDAH #</b>        |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------------------|
| Accommodations Provided                                | Hold in the current files area seven (7) years, then dispose. Audit must have been released three (3) years prior to disposal.                                                                                                                                                    | Restricted   | <a href="#">G326</a> |
| Americans With Disabilities Act (ADA) Compliance Files | Hold in current files area permanently.                                                                                                                                                                                                                                           | Restricted   | <a href="#">G186</a> |
| Student Records-Deceased                               | Hold in the current files area seven (7) years after student's death, then dispose. Audit must have been released three (3) years prior to disposal.                                                                                                                              | Restricted   | <a href="#">G326</a> |
| Student Records-Incomplete Registration                | Hold records with special circumstances associated with individual student in the current files area five (5) years, then dispose. Hold all other files in the current files area three (3) years, then dispose. Audit must have been released three (3) years prior to disposal. | Restricted   | <a href="#">G326</a> |
| Student Records-Registered                             | ODA retains records for 7 years after student last served by ODA. Audit must have been released three (3) years prior to disposal.                                                                                                                                                | Restricted   | <a href="#">G326</a> |