

Record Retention Policy

The Idaho Infant Toddler Program has an established record retention policy for infant and toddlers in the program.

Records are destroyed six years after a child's early intervention services have ended. Parents may request a copy of the records before they are destroyed. The Infant Toddler Program should remind parents about this policy and how they can request a copy of the file when their child leaves early intervention services (at or before age three). After the reminder, the Infant Toddler Program does not send parents another notice before a child's file is destroyed.

Permanent records of a child's name, date of birth, parent contact information (including address and phone number), name of service coordinator(s) and early intervention provider(s), and exit date (including year and age upon exit, and any programs entered into upon exiting) may be maintained by the Infant Toddler Program without time limitations.