

Record Retention Guidelines

The Idaho Infant Toddler Program has an established record retention guidance 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 guidance 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.

Manner of Record Destruction

- **Case Records** – After the retention periods specified above, programs shall destroy records by burning or shredding in keeping with the confidential nature of their concerns.
- **Electronic Records** – Electronic Record will not be destroyed but will be maintained as archived records within the ITPKIDS system.
- **Audio/Visual Records** – After the retention period has been met, audio/visual records shall be destroyed by the Department or contracted entity that specializes in secure confidential full-service data destruction. This requirement can be met if a region has access to a machine that meets secure destruction specifications such as a disintegrator, grinder, or audio/visual shredder.