

Office of Disability Accommodations Schedules

* More detailed record descriptions may be found by clicking the MDAH numbers. Please contact the Curator or Records Management Specialist with any additional questions.

*Record	Retention	Notes	MDAH #
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	6311
Americans With Disabilities Act (ADA) Compliance Files	Hold in current files area permanently.	Restricted	5853
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	6311
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	5855
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	6311