

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 7 years, then dispose. Audit must have been released 3 years prior to disposal.	Restricted	5852
Americans With Disabilities Act (ADA) Compliance Files	Hold in current files area permanently.	Restricted	5853
Student Records-Deceased	Hold in the current files area 7 years after student's death, then dispose. Audit must have been released 3 years prior to disposal.	Restricted	5856
Student Records-Incomplete Registration	Hold records with special circumstances associated with individual student in the current files area 5 years, then dispose. Hold all other files in the current files area 3 years, then dispose. Audit must have been released 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 3 years prior to disposal.	Restricted	5854