

| During 2nd Qtr. of FY | Purge Files with                                  |  |                                 |  |                                     |
|-----------------------|---|--|---------------------------------|--|-------------------------------------|
|                       | Paper Records of Infants/Children* Born during FY | Limit of 2 years from date of Transmittal Voter Registration Transmittal Files | Limit of 3 years from CO for FY | Limit of 5 years from CO for FY            | Rx and Returned Formula Logs for FY |
| 2016                  | 2003  | 2013   | 2012                            | All Daily, Terminated and Ineligible Files | 2008                                |
| 2017                  | 2004  | 2014   | 2013                            |  | 2009                                |
| 2018                  | 2005  | 2015   | 2014                            |  | 2010                                |
| 2019                  | 2006  | 2016   | 2015                            |  | 2011                                |
| 2020                  | 2007  | 2017   | 2016                            |  | 2012                                |
| 2021                  |   | 2018   | 2017                            | 2015                                       | 2013                                |
| 2022                  |   | 2019   | 2018                            | 2016                                       | 2014                                |
| 2023                  |   | 2020   | 2019                            | 2017                                       | 2015                                |
| 2024                  |   | 2021   | 2020                            | 2018                                       | 2016                                |
| 2025                  |   | 2022   | 2021                            | 2019                                       | 2017                                |
| 2026                  |   | 2023   | 2022                            | 2020                                       | 2018                                |
| 2027                  |   | 2024   | 2023                            | 2021                                       | 2019                                |
| 2028                  |   | 2025   | 2024                            | 2022                                       | 2020                                |

\*Infant and child paper files were discontinued in 2007 when Indiana WIC went paperless.

Voter Registration transmittal and receipt files are maintained for 2 years past the transmittal date.

The Eligibility for Public Benefits (Step 1) of the WIC Signature Page was implemented on December 8, 2014. These forms must be retained for 5 years past the CO for the FY. All Daily Files prior to December 8, 2014 must be retained for 3 years past the CO for the FY.