

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.