

**RULES
OF
TENNESSEE DEPARTMENT OF HUMAN SERVICES
DIVISION OF REHABILITATION SERVICES**

**CHAPTER 1240-8-7
RECORDS AND REPORTS**

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1240-8-7-.01 Retention and Disposal of Records

1240-8-7-.01 RETENTION AND DISPOSAL OF RECORDS.

- (1) Records are maintained for at least three (3) years after an audit or case record review of extended employment.
- (2) Records are to be maintained for at least three (3) years after an audit and the last employment service is rendered in situations where an individual receives post-employment services.
- (3) Records pertaining to administrative reviews, mediation, and fair hearings must be maintained for at least three (3) years after an audit and a final determination is made.
- (4) Records on closed cases not involving the above may be destroyed after three (3) years following an audit and a final review.

Authority: T.C.A. §§4-5-202, 71-1-105, 49-11-601 et seq., 34 CFR Part 361, and Executive Order No. 43.
Administrative History: Original rule filed September 30, 1985; effective October 30, 1985. Amendment filed July 12, 2002; effective September 25, 2002.