

Rehabilitation Services, Department of

Division	Schedule #	Title	Description	Disposition
District/Area/Regional/State Offices	1014	Official Correspondence, Vocational Rehabilitation	This series consists of official correspondence for Vocational Rehabilitation. It is cut off at the end of fiscal year.	Hold in the current files area three (3) years, then destroy with the qualifications notes on the separate attached sheet.
Psychometric & Psychologist's Office	1129	Client Psychological Reports, Vocational Rehabilitation	Documents relating to client psychological evaluation. Included are psychological reports. File is cut off at the end of the fiscal year.	Hold in the current files area permanently.
Vocational Rehabilitation for the Blind	240	National Accreditation Council (NAC)	Documents relating to agency self-study and on-site review by NAC. Included are forms and working papers used during accreditation process. File is cut off at the end of the calendar year.	Hold in the current files area ten (10) years, then destroy.
Vocational Rehabilitation for the Blind	491	Counselor Correspondence	Documents related to correspondence to field counselors. Included are letters, referrals to Center from 19 field offices in training of counselors.	Hold in the current files area six (6) years, then destroy.