



APR 10 2015

STATE AND LOCAL
GOVERNMENT RECORDS

SUPERCEDES ALL PREVIOUS RETENTION SCHEDULES
RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

<u>Delaware General Health District</u>		<u>Personal Health</u>	
(local government entity)		(unit)	
<u>Shelia Hiddleston</u>	<u>Shelia Hiddleston</u>	<u>Health Commissioner</u>	<u>3-11-15</u>
(signature of responsible official)	(name)	(title)	(date)

Section B: Records Commission

<u>Delaware County</u>		<u>740.833.2140</u>	
Records Commission		(telephone number)	
<u>2079 US Rte 23 N/PO Box 8006</u>	<u>Delaware</u>	<u>43015</u>	<u>Delaware</u>
(address)	(city)	(zip code)	(county)

To have this form returned to the Records Commission electronically, include an email address: cshaw@co.delaware.oh.us

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

<u>Jay Menel</u>	<u>4/8/15</u>
Records Commission Chair Signature	Date

Section C: Ohio Historical Society - State Archives

<u>Fredrents</u>	<u>State Archivist</u>	<u>4/16/15</u>
Signature	Title	Date

Section D: Auditor of State

<u>Martin E. Murr</u>	<u>4-27-15</u>
Signature	Date

Please Note: The State Archives retains RC-2 forms permanently.
It is strongly recommended that the Records Commission retain a permanent copy of this form

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DELAWARE COUNTY
RECORDS CENTER



Section E: Records Retention Schedule

Delaware General Health District

Personal Health

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
PH 15-01	Billing Worksheets- used to bill clients and insurances for clinic services.	Until payment is reconciled or account is cleared	Paper		<input type="checkbox"/>
PH 15-02	Child Fatality Review Board Documentation/Reports – minutes and reports of the CFR Board	Until annual state report is released	Paper Electronic		<input type="checkbox"/>
PH 15-03	Communicable Disease Reports	Paper - Permanent Electronic: Until no longer of administrative value	Paper Electronic		<input type="checkbox"/>
PH 15-04	Clinic Billing Records – private insurance, Medicaid, and cash pay records of payment for clinic services	Six years after reconciliation	Paper Electronic		<input type="checkbox"/>
PH 15-05	Clinic Equipment Calibration Logs	One year	Paper		<input type="checkbox"/>
PH 15-06	Clinic Logs –Listing of clients receiving clinic services	Until no longer of administrative value	Paper Electronic		<input type="checkbox"/>
PH 15-07	Clinical Care Charts – for screenings/assessments such as cholesterol, blood pressure, blood sugar, pregnancy tests and newborn home visits.	Six years after last contact	Paper Electronic		<input type="checkbox"/>
PH 15-08	Clinical Care Charts – for Bureau for Children with Medical Handicaps clients	Until child reaches 21 years old and five years after last contact.	Paper Electronic		<input type="checkbox"/>
PH 15-09	Clinic Protocols – standing orders, record of staff review	Six years or longer if needed for any pending proceeding.	Paper		<input type="checkbox"/>
PH 15-10	Epidemiological Case Records – Compilation of notes, and interviews accumulated during an investigation of a communicable disease outbreak.	Five years after investigation is closed.	Paper Electronic		<input type="checkbox"/>
PH 15-11	HIPAA Documentation – agency training, surveys, breach investigation notes/reports	6 years	Paper Electronic		<input type="checkbox"/>



(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
PH 15-12	HIV and HepC counseling and test report forms – for testing done through the ODH program	One year	Paper Electronic		<input type="checkbox"/>
PH 15-13	Immunization Records- prior records are retained. Current records entered directly into state registry.	Permanent	Paper		<input type="checkbox"/>
PH 15-14	Infectious Waste Generation Logs	Three years	Paper		<input type="checkbox"/>
PH 15-15	Lead Investigation/Case Reports – documentation for lead exposure reported/assessments for children under 21.	Until subject is 21 years old.	Paper Electronic		<input type="checkbox"/>
PH 15-16	Medicare Billing Records – billing and reimbursement for Medicare clients	10 years	Paper Electronic		<input type="checkbox"/>
PH 15-17	Prenatal Clinical Care Charts – no longer created.	28 years	Paper		<input type="checkbox"/>
PH 15-18	Tuberculin Test Records – positive results.	Paper – Permanent Electronic – until no longer of administrative value	Paper Electronic		<input type="checkbox"/>
PH 15-19	Tuberculin Test Records – negative results	Seven years	Paper Electronic		<input type="checkbox"/>
PH 15-20	Tuberculin xrays – no longer created.	Permanent	Film		<input type="checkbox"/>
PH 15-21	Vaccine Consent Forms – authorization for receipt of vaccinations.	Ten years	Paper		<input type="checkbox"/>
PH 15-22	Vaccine Storage Temperature Logs	Three years	Paper Electronic		<input type="checkbox"/>