

OCTOBER 16 2025

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**

Delaware Public Health District

Community Health; Environmental Health; Fiscal; General; Information Technology;  
Personal Health; Vital Statistics; WIC

(local government entity)

(unit)

  
(signature of responsible official)

Garrett Guillozet  
(name)

Health Commissioner 9/3/2025  
(title) (date)

**Section B: Records Commission**

Records Commission

(telephone number)

(address)

(city)

(zip code)

(county)

To have this form returned to the Records Commission electronically, include an email address: \_\_\_\_\_

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.



10/16/2025

Records Commission Chair Signature

Date

**Section C: Ohio Historical Society - State Archives**

Amy Hissong

Digitally signed by Amy Hissong  
Date: 2025.11.07 16:30:19 -05'00'

Government Records Archivist

11/7/2025

Signature

Title

Date

**Section D: Auditor of State**

Martin E. Meeks

Digitally signed by Martin E. Meeks  
Date: 2025.11.14 10:24:34 -05'00'

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**

**Section E: Records Retention Schedule**

Delaware Public Health District

Community 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
CH -01	Child/Overdose/Suicide Fatality Review Board Records	5 years	Electronic		<input type="checkbox"/>
CH - 02	Community Health Reports – includes the Community Health Assessment (CHA), Community Health Improvement Plan (CHIP), and Health Impact Assessment (HIA)	Permanent	Electronic		<input checked="" type="checkbox"/>
CH -03	Car Seat permission forms and purchasing forms.	5 years	Electronic		<input type="checkbox"/>
CH -04	Ohio Buckles Buckeye Distribution Form –for car seats issued to families receiving car seats through Ohio Buckles Buckeye.	5 years	Electronic		<input type="checkbox"/>
CH -05	Grant Records and all supporting documents	5 years from grant end or date of application denial	Electronic		<input type="checkbox"/>

**Section E: Records Retention Schedule**

Delaware General Health District

Environmental 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
EH -01	Ohio Environmental Protection Agency (Ohio EPA) & Ohio Department of Health (ODH) Grant documentation	6 years after end of grant cycle	Electronic		<input type="checkbox"/>
EH -02	Delaware-Knox-Marion-Morrow (DKMM) Grant documentation	3 years after state audit	Electronic		<input type="checkbox"/>
EH - 03	Animal Bite Investigations and all supporting documents	6 years	Electronic		<input type="checkbox"/>
EH - 04	School Inspections and all supporting documents	3 years	Electronic		<input type="checkbox"/>
EH - 05	Public Health Nuisance complaint inspection reports and all supporting documents.	5 years after abatement	Electronic		<input type="checkbox"/>
EH - 06	Mosquito Management Pesticide Application records	5 years after application	Paper Electronic		<input type="checkbox"/>
EH - 07	Mosquito Management Arboviral reports	5 years after completion	Paper Electronic		<input type="checkbox"/>
EH - 08	Mosquito Management Trapping reports	5 years after reporting	Paper Electronic		<input type="checkbox"/>
EH - 09	Mosquito Management equipment calibration records	5 years after completion	Paper Electronic		<input type="checkbox"/>
EH - 10	Food Service Operation, Retail Food Establishments, Mobile, Temporary and Vending inspections, complaints, applications and all supporting documents.	5 years (including after facility closure)	Electronic		<input type="checkbox"/>
EH - 11	Food Facility Plans	1 year after facility closes	Electronic		<input type="checkbox"/>
EH - 12	Hazardous Materials Incident Reports – Emergency Response/Requests/Disaster Response Records.	Until no longer of administrative value	Electronic		<input type="checkbox"/>
EH - 13	Transmittals and Audit Reports (ODH & ODA)	6 years	Electronic		<input type="checkbox"/>
EH - 14	Cost Methodology	1 year after State Survey	Electronic		<input type="checkbox"/>
EH - 15	State survey for all EH Programs	6 years	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
EH –16	Plumbing Permit, Applications, Inspections, installation records, complaints and all supporting documents	5 years	Electronic Paper		<input type="checkbox"/>
EH –17	Plumbing Plan Reviews/ Isometrics	1 year	Paper Electronic		<input type="checkbox"/>
EH – 18	Plumbing Contractor Registrations	2 years	Electronic Paper		<input type="checkbox"/>
EH – 19	RV Park/ Camp Applications, licensing, inspections, complaints and all supporting documents	5 years	Electronic		<input type="checkbox"/>
EH – 20	RV Park/ Camp Plan	1 year after closure	Electronic		<input type="checkbox"/>
EH – 21	Temporary Park/ Camp applications, licenses, inspections, complaints and all supporting documents	5 years	Electronic		<input type="checkbox"/>
EH – 22	Resident Camp applications, licenses, inspections, complaints and all supporting documents	5 years	Electronic		<input type="checkbox"/>
EH – 23	Resident Camp Plans	1 year after closure	Electronic		<input type="checkbox"/>
EH – 24	Swimming Pool/Spa/Special Use Pool applications, licenses, inspections, complaints, and all supporting documents	5 years.	Electronic		<input type="checkbox"/>
EH – 25	Swimming Pool/Spa/Special Use Pool Camp Plans	1 year after closure	Electronic Paper		<input type="checkbox"/>
EH – 26	Tattoo and Body Piercing applications, inspections, operation approvals, complaints and all supporting documents	5 years.	Electronic		<input type="checkbox"/>
EH – 27	Tattoo and Body Piercing Establishment Plans	1 year after closure	Electronic		<input type="checkbox"/>
EH – 28	Ohio Smoke Free Workplace Investigation Reports and all supporting documents.	3 years from date investigation closed	Electronic		<input type="checkbox"/>
EH – 29	Sewage Installation Applications and Permits and all supporting documents	Permanent or 1 year after system abandonment per ORC-3701-29-09 (K)	Electronic Paper		<input type="checkbox"/>
EH – 30	Sewage Treatment Design Approval ORC-3701-29-09(a)(4)	5 years after approval provided no change in site conditions or site design including sewage source	Electronic		<input type="checkbox"/>
EH – 31	Sewage System Operations applications, permits and all supporting documents	1 year after system abandonment	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
EH - 32	Sewage System Operations Inspections (any information including assessment, inspections, and maintenance of septic systems)	7 years per OAC-3701-29-09 (K)	Electronic		<input type="checkbox"/>
EH - 33	Sewage Installer, Sewage Hauler, Service Provider information, and all supporting documents	2 years	Electronic		<input type="checkbox"/>
EH - 34	Residential and Commercial, Lot split/subdivision reviews	Permanent	Electronic		<input type="checkbox"/>
EH - 35	Residential and Commercial Sewage system designs, site and soil reviews	5 years unless Ohio Rule or Law Supersedes	Electronic		<input type="checkbox"/>
EH - 36	Sewage System Abandonment Records	Permanent or one year after system abandonment per OAC-3701-29-09 (K)	Electronic		<input type="checkbox"/>
EH - 37	Real Estate Inspection Reports - Private Water Systems and Septic Systems	3 years	Electronic		<input type="checkbox"/>
EH - 38	Private Water System applications, permits, tests, sample results, inspections and all supporting documents	Permanent	Electronic		<input type="checkbox"/>
EH - 39	Complaints - Sewage system operations, haulers, installers, service providers and all supporting documents	5 years after closure	Electronic		<input type="checkbox"/>
EH - 40	Environmental Health Enforcement and Administrative Hearing Records	5 years from date of compliance	Electronic		<input type="checkbox"/>
EH - 41	Solid & Infectious Waste Facilities - applications, plans, licenses, and all supporting documents	Permanent	Electronic		<input type="checkbox"/>
EH - 42	Solid & Infectious Waste Facilities inspection records and complaints	5 years	Electronic		<input type="checkbox"/>
EH - 43	Solid waste hauler applications, registration records, inspections and all supporting documents	1 year after registration period expiration	Electronic		<input type="checkbox"/>
EH - 44	Radon Gas contracts, inspections and all supporting documents	6 years	Electronic		<input type="checkbox"/>
EH - 45	Public Health Lead investigations, XRF downloads, grants, contracts, reports, and all supporting documents	10 years	Paper		<input type="checkbox"/>

**Section E: Records Retention Schedule**

Delaware General Health District

Fiscal

(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
FIS – 01	Annual Budgets and all supporting documents	5 years provided audit occurred	Paper Electronic		<input type="checkbox"/>
FIS – 02	Annual Fiscal Reports	5 years provided audit occurred	Paper Electronic		<input type="checkbox"/>
FIS – 03	Receipts, Pay-ins (daily and weekly)	3 years provided audit occurred	Paper Electronic		<input type="checkbox"/>
FIS – 04	Purchase Orders including delivery and packing slips	3 years provided audit occurred	Paper Electronic		<input type="checkbox"/>
FIS – 05	Payroll Deductions	3 years provided audit occurred	Paper Electronic		<input type="checkbox"/>
FIS – 06	Requisitions/Vouchers	3 years provided audit occurred	Paper Electronic		<input type="checkbox"/>
FIS – 07	Cash Reports- County Auditor System Generated Report (Revenue, Expenditure, Monthly Financial Summaries, Transfers/Advances)	5 years provided audit occurred	Paper Electronic		<input type="checkbox"/>
FIS – 08	Invoices and all supporting documents	3 years provided audit occurred	Paper Electronic		<input type="checkbox"/>
FIS – 09	Audit Reports (IRS, Federal, State, Internal)	6 years	Paper Electronic		<input type="checkbox"/>
FIS – 10	Appropriation Certifications	4 years provided audit occurred	Paper Electronic		<input type="checkbox"/>
FIS – 11	Appropriation Requests	4 years provided audit occurred	Paper Electronic		<input type="checkbox"/>
FIS – 12	Grant Files- includes federal, state, or other grant expenditure and use of grant funds records.	5 years provided audit occurred	Paper Electronic		<input type="checkbox"/>
FIS – 13	Liability Insurance Policy	4 years provided all claims are settled	Paper Electronic		<input type="checkbox"/>
FIS – 14	Payroll Records	4 years provided audit occurred	Paper Electronic		<input type="checkbox"/>
FIS – 15	Travel Expense Reports	4 years provided audit occurred	Paper Electronic		<input type="checkbox"/>

## Section E: Records Retention Schedule

Delaware General Health District

General

(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
GEN – 01	Agency Insurance liability claims – claim forms, litigation materials.	5 years after claim is closed.	Paper Electronic		<input type="checkbox"/>
GEN – 02	Agency Liability Insurance Policy	Until superseded	Paper Electronic		<input type="checkbox"/>
GEN – 03	Attorney General Opinion – Documents received supporting stated opinion presented by Attorney General	Until superseded	Paper Electronic		<input type="checkbox"/>
GEN – 04	Certificate of Record Disposal – RC 3 prepared and submitted to OLGRC for disposal of agency records according to retention schedule	5 years after approved by LGRC	Paper Electronic		<input type="checkbox"/>
GEN – 05	Annual Reports	Permanent	Paper Electronic		<input checked="" type="checkbox"/>
GEN – 06	Contact materials – directories, mailing lists, rosters and registers compiled by the agency	Until superseded or no longer of administrative value	Paper Electronic		<input type="checkbox"/>
GEN – 07	Contracts and Memorandum of Understanding	15 years after expiration	Paper Electronic		<input type="checkbox"/>
GEN – 08	Transient Communications	Until no longer of administrative value.	Paper Electronic		<input type="checkbox"/>
GEN – 09	General Communication – Requests for information pertaining to interpretation and other miscellaneous inquiries; informative – does not attempt to influence policy. Including copies of outgoing correspondence maintained for reference purposes.	2 years	Paper Electronic		<input type="checkbox"/>
GEN – 10	Substantive Communication – Correspondence of the head and the executive staff of an agency dealing with significant aspects of the administration of the office. Includes information concerning agency policies, procedures, programs, fiscal and personnel matters.	5 years; file with related records if content requires longer retention; appraise for historical value	Paper Electronic		<input type="checkbox"/>
GEN – 11	Customer Complaints – completed complaint forms submitted by customers.	Three years after submission	Paper Electronic		<input type="checkbox"/>
GEN – 12	Department of Administration forms that are utilized to determine retention points, notice of layoff, notice of displacement rights, and ADM 4055.	Paper during employment Transfer to electronic and retain until no longer of administrative value	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
GEN – 13	Employment Applications and investigation materials: Hired Application for employment for individuals then hired. Back ground and reference checks.	Paper – incorporate into personnel file. Electronic – printed for file. And then until no longer of administrative value.	Paper Electronic		<input type="checkbox"/>
GEN – 14	Employment Applications: Not interviewed Applications for individuals not interviewed.	2 years	Paper Electronic		<input type="checkbox"/>
GEN – 15	Employment Applications and investigation materials: interviewed but not hired; Applications for individuals interviewed but not selected for position. Includes interview notes and background checks	2 years	Paper Electronic		<input type="checkbox"/>
GEN – 16	Equal Employment Opportunity (EEO) Reports – Reports submitted to the State containing data used to track EEO statistics and reports indicating position applied for, as well as applicants sex, race, and ethnicity.	3 years after report is filed.	Paper and Electronic		<input type="checkbox"/>
GEN – 17	FMLA - Disclosure & correspondence to employees utilizing FMLA leave and record keeping requirements.	3 years after FMLA incident is closed.	Paper Electronic		<input type="checkbox"/>
GEN – 18	Grant Administration Records – includes applications and attachments, consortium files, staff meeting minutes.	3 years after the submission of the final close out report	Paper Electronic		<input type="checkbox"/>
GEN – 19	Health and Wellness Records - Health program information designed to maintain employee well-being, including ERC activity details and participation	2 years	Paper Electronic		<input type="checkbox"/>
GEN – 20	Incident Reports – Records of damage to agency property	Paper 1 year, then scanned. 2 years electronic after claim closed.	Paper Electronic		<input type="checkbox"/>
GEN – 21	Incident Reports – Record of Injury to client	Paper 1 year then scanned. Electronic 5 years after claim closed.	Paper Electronic		<input type="checkbox"/>
GEN – 22	Immigration and I-9's – Employment and eligibility Verification for all newly hired employees to verify their identity and authorization to work in the US.	3 years after hire or 1 after termination; whichever is later	Paper Electronic		<input type="checkbox"/>
GEN – 23	Magazines and publications from professional associations and organizations.	Until no longer of administrative value.	Paper		<input type="checkbox"/>
GEN – 24	Media Promotions – News and press releases notifying public of public health issues.	Until no longer of administrative value	Paper Electronic		<input type="checkbox"/>
GEN – 25	Meeting Minutes – Approved minutes of the Board of Health (including Committees of the BOH), District Advisory, and any other meeting minutes that require a signature for approval.	Permanent	Paper Electronic		<input checked="" type="checkbox"/>
GEN – 26	Meeting Minutes – Coalition, Staff, Committee, Task Force, and like meeting notes that do not require a signature for approval. This includes sign-in sheets and meeting materials.	5 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
GEN – 27	Personnel Records: Proof of auto insurance & driver's license, leave balances, exit interviews, Injury forms, employee application	5 years after termination.	Paper Electronic		<input type="checkbox"/>
GEN – 28	Personnel Records: Grievances, Waivers, Employment Verifications, Background & Reference Checks, offer/resignation letters, Training & Tuition Reimbursement, performance evaluations and commendations; Employee Action Forms; certificates of training, policy acknowledgement forms; leave conversions; donations given and received, disciplinary action forms.	Paper: convert to electronic after termination.  Electronic: 5 years after termination	Paper Electronic		<input type="checkbox"/>
GEN – 29	Personnel Policies Handbook – Documentation of employment policies.	Until superseded	Electronic		<input type="checkbox"/>
GEN – 30	Policies and Procedures – details operations, regulations, and/or procedures of the agency including Table of Organization.	Until superseded	Electronic		<input type="checkbox"/>
GEN – 31	Position Descriptions – details agency position requirements including educational requirements, experience, competencies and skills	Until superseded	Electronic		<input type="checkbox"/>
GEN – 32	Position Papers – Board approved statements of commitment to various public health issues.	Permanent – Electronic until superseded	Electronic		<input type="checkbox"/>
GEN – 33	Promotional Material - Brochures, newsletters, electronic postings, pamphlets, posters, notices and bulletins promoting agency programs and services.	Until Superseded or outdated	Paper Electronic		<input type="checkbox"/>
GEN – 34	Property Documents – purchase and finance agreements, leases.	Permanent	Paper Electronic		<input type="checkbox"/>
GEN – 35	Public Record Requests – all requests except vital statistics	1 year after request is filled.	Paper Electronic		<input type="checkbox"/>
GEN – 36	Record Retention Schedule	Until Superseded	Electronic		<input type="checkbox"/>
GEN – 37	Registration Forms – for classes sponsored by the agency such as food service.	Until no longer of administrative value	Paper Electronic		<input type="checkbox"/>
GEN – 38	Surveys – Completed surveys, survey forms and evaluation results.	Until no longer of administrative value	Paper Electronic		<input type="checkbox"/>
GEN – 39	State Reports – Annual Reports submitted to the state including: Goals and Objectives, Health Services Report, State Subsidy reports	Permanent	Paper Electronic		<input type="checkbox"/>
GEN – 40	DPHD Developed Trainings, Presentations, and all supporting documents	3 years	Electronic		<input type="checkbox"/>
GEN – 41	Letters of Support	3 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
GEN – 42	Photo/ Media Release	6 years	Paper Electronic		<input type="checkbox"/>
GEN – 43	Public Health Accreditation Board documents and annual reports	6 years	Electronic		<input type="checkbox"/>

## Section E: Records Retention Schedule

Delaware General Health District

Information Technology

(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
IT – 01	Computer and Network Usage Files and Reports	Retain until no longer of administrative value to agency, then destroy.	Electronic		<input type="checkbox"/>
IT – 02	Data Processing Operating Procedures and Policies	Retain until superseded, obsolete or replaced then destroy.	Electronic		<input type="checkbox"/>
IT – 03	Data Processing Hardware Documentation	Retain until the agency no longer uses related hardware and all data is transferred to and made useable in new hardware environment then destroy.	Electronic		<input type="checkbox"/>
IT – 04	Equipment Inventory Lists	Until Superseded	Electronic		<input type="checkbox"/>
IT – 05	Equipment Disposal Records	3 years	Electronic		<input type="checkbox"/>
IT – 06	Email	Follow retention schedule for topic	Electronic		<input type="checkbox"/>
IT – 07	Staff Electronic Outlook Calendar	1 year	Electronic		<input type="checkbox"/>
IT – 08	Help Desk Reports	1 year	Electronic		<input type="checkbox"/>
IT – 09	Data Systems Specifications	Retain for 3 years after discontinuance of system and until all system data is destroyed or transferred to new operating environment then destroy	Electronic		<input type="checkbox"/>
IT – 10	Information Resources, Management and data processing services plans	Retain until superseded, obsolete or replaced then destroy.	Electronic		<input type="checkbox"/>

<b>(1) Schedule Number</b>	<b>(2) Record Title and Description</b>	<b>(3) Retention Period</b>	<b>(4) Media Type</b>	<b>(5) For use by Auditor of State or OHS-LGRP</b>	<b>(6) RC-3 Required by OHS- LGRP</b>
IT – 11	System Users Access Records	Retain until no longer of administrative value to the agency, then destroy.	Electronic		<input type="checkbox"/>

**Section E: Records Retention Schedule**

Delaware General Health District

Preventative 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 – 01	Individual Patient Medical Records	6 years after last contact	Electronic		<input type="checkbox"/>
PH – 02	Infectious Disease Case Investigations	6 years after last contact	Electronic		<input type="checkbox"/>
PH – 03	Outbreak Investigation Records	6 years after last contact	Electronic		<input type="checkbox"/>
PH – 04	Grant Records and all supporting documents	5 years from grant end or date of application denial	Electronic		<input type="checkbox"/>
PH – 05	Adult Immunization Records	6 years	Electronic		<input type="checkbox"/>
PH – 06	Child Immunization Records	6 years or until age 24 whichever is greater	Electronic		<input type="checkbox"/>
PH – 07	Refrigerator Temperature Logs	3 years	Electronic		<input type="checkbox"/>
PH – 08	Medical Standing Orders	6 years	Electronic		<input type="checkbox"/>
PH – 09	ODRS Infectious Disease Records	6 years after last contact	Electronic		<input type="checkbox"/>
PH – 10	TB Skin Test records (negative)	6 years	Electronic		<input type="checkbox"/>
PH – 11	TB Skin Test records (positive)	Permanent	Electronic		<input type="checkbox"/>
PH – 12	TB X-Rays (no longer created)	Permanent	Paper until converted to electronic		<input type="checkbox"/>
PH – 13	Authorization for the release of medical information	6 years from date of request	Electronic		<input type="checkbox"/>
PH – 14	Consent Forms (for treatment, financial responsibility, and registration)	6 years	Electronic		<input type="checkbox"/>
PH – 15	CMH (Children with Medical Handicaps)	Client reaches 30 years of age and file has been inactive for 7 years	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 – 16	Infectious Waste Generation Logs	3 years	Electronic		<input type="checkbox"/>
PH – 17	Lead Investigation/ Case Reports	Client reaches 21 years old	Electronic		<input type="checkbox"/>
PH – 18	Medicare Billing Records	10 years	Electronic		<input type="checkbox"/>
PH – 19	Prenatal Clinical Care Charts (no longer created)	28 years	Electronic		<input type="checkbox"/>
PH – 20	Emergency Preparedness Plans	Until superseded or no longer of administrative value	Electronic		<input type="checkbox"/>
PH – 21	Emergency Preparedness Equipment Inventories	Until superseded or no longer of administrative value	Electronic		<input type="checkbox"/>
PH – 22	Medical Reserve Corps documentation	5 years	Electronic		<input type="checkbox"/>
PH – 23	Exercise Documents (After Action Reports and Improvement Plan, Exercise plan documents)	5 years	Electronic		<input type="checkbox"/>
PH – 24	Billing Worksheets	6 years	Electronic		<input type="checkbox"/>
PH – 25	Communicable Disease Reports	6 years	Electronic		<input type="checkbox"/>
PH – 26	Clinic Billing Records (private insurance, Medicaid, and cash pay records of payment for clinic services)	6 years after reconciliation	Electronic		<input type="checkbox"/>
PH – 27	Clinic Care Charts (for screenings/assessments such as cholesterol, blood pressure, blood sugar, pregnancy tests and newborn home visits)	6 years after last contact	Electronic		<input type="checkbox"/>
PH – 28	HIPAA Documentation (agency training, surveys, breach investigation notes/reports)	6 years	Electronic		<input type="checkbox"/>

**Section E: Records Retention Schedule**

Delaware General Health District

Vital Statistics

(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
VS – 01	Affidavits for Birth and Death Certificates	Permanent	Paper Electronic		<input checked="" type="checkbox"/> x
VS – 02	Applications for Certified Birth and Death Records	3 years after ODH Audit	Paper Electronic	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.	
VS – 03	Veteran's Affairs (VA)/ Government Copy Applications	2 years	Paper Electronic		
VS – 04	Birth Records	Permanent	Paper Electronic		
VS – 05	Death Records – including Fetal Death Reports	Permanent	Paper Electronic		<input checked="" type="checkbox"/> x
VS – 06	Burial Permits – including Burial Transit Applications	5 years	Paper Electronic		<input type="checkbox"/>
VS – 07	Home Birth Worksheets	1 year	Paper Electronic		<input type="checkbox"/>
VS – 08	Vital Statistic Reports – including ODH monthly and quarterly reports, security paper verification form, etc.	1 year	Paper Electronic		<input type="checkbox"/>

**Section E: Records Retention Schedule**

Delaware General Health District

WIC

(local government entity)

(unit)

**Complies with Federal Requirements.**

(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
WIC – 01	Fair Hearing Files – all written requests and all written records of verbal requests for a Fair Hearing; the written decision of the Hearing Officer and a copy of the notification of the decision; whichever agency, State or local, conducting the hearing, shall have the responsibility of preserving the complete written record of the hearing.	5 years	Paper		<input type="checkbox"/>
WIC – 02	Financial Records – includes quarterly expenditure reports, final expense reports, approved project budgets, project budget revisions, and all supporting documentation (cancelled checks, contract copies, insurance policies, receipts, purchase orders, equipment/inventory lists, equipment and nutrition education request forms, etc.)	4 years	Paper		<input type="checkbox"/>
WIC – 03	General Administration: Grant applications and conditions, advisory committee files (minutes and membership, staff meeting minutes, State /federal correspondence (all project letters, policy and procedure letters), Program Activity Reports, subpoenas and search warrants, written job orientation plans for new health professionals, VENA training and observation summary form.	5 years	Electronic		<input type="checkbox"/>
WIC – 04	General Administration: Outreach files, documentation of calibration of hematological equipment, the most recent obsolete Policy and Procedure disk.	2 years	Paper		<input type="checkbox"/>
WIC – 05	Nutrition Education (NE) Reports: group nutrition education attendance records, high risk plan.	4 years	Paper		<input type="checkbox"/>
WIC – 06	Nutrition Education (NE) Reports/Evaluations: Lesson plans, authorization of non-WIC mid certification NE forms, current master NE schedule, NE materials file, (current materials and evaluation checklists and non-English nutrition education materials). Central log for closet formula issuance, individual participant surveys. Ohio WIC Program State Supplied Pump and Kit Issuance Only. Ohio WIC Loaned/Single-user Electric Breast Pump Survey	2 years	Electronic		<input type="checkbox"/>
WIC – 07	System Records – Automated Response System Report when used as the ONLY proof of an appointment reminder.	4 years	Paper		<input type="checkbox"/>
WIC – 08	System Records: Participation by Priority and Category Report. Food instrument stubs, Beginning of Day and End of Day Reports.	2 years after state audit	Paper		<input type="checkbox"/>
WIC – 09	WIC System Records: Reports used as an internal reporting system such as Termination Report, Purge Report, Participants Currently Certified Without Current Food Benefits, Ineligible Report, Wait List report, Immunization Reports, Racial/Ethnic Report, Mailing Registers, Redemption Cost Report.	Until no longer of administrative value.	Paper Electronic		<input type="checkbox"/>
WIC – 10	WIC Participant Records: Entire contents of initially ineligible, terminated, and waitlisted participant records.	5 years	Paper		<input type="checkbox"/>
WIC – 11	WIC Participant Records: Combined Programs Application (CPA) forms that are referrals from other agencies and the applicant declines services or cannot be contacted.	5 years	Paper		<input type="checkbox"/>
WIC – 12	Vendor Records – Vendor complaints, participant complaints, Vendor Site Visit Checklist, Vendor Error Letters, Training Sign Out Sheets, letters to vendors giving notice of training dates, list of all contracted vendors.	4 years	Paper		<input type="checkbox"/>

<b>(1) Schedule Number</b>	<b>(2) Record Title and Description</b>	<b>(3) Retention Period</b>	<b>(4) Media Type</b>	<b>(5) For use by Auditor of State or OHS-LGRP</b>	<b>(6) RC-3 Required by OHS- LGRP</b>
WIC – 13	WIC Waiting Lists: For WIC appointments	5 years	Electronic		<input type="checkbox"/>

