



Effective Date:	06/13/2011
Last Review Date & Reviewer:	04/18/2023 E. Fawley
Next Review Date:	04/18/2024
Distribution:	All Staff

PURPOSE

- Records retention refers to methods and practices Madison County Public Health uses to maintain information for a required period of time for administrative, financial, legal, and historical purposes. It applies to paper documents as well as the retention of electronic records such as word documents, spreadsheets, scanned papers, videos. This policy was developed in coordination with Ohio Department of Health guidelines and the Ohio Historical Society guidelines for public health agencies and healthcare facilities.
- Public records covered this records retention schedule must be retained for the minimum retention period as specified in this schedule. Records shall be disposed of at the end of their minimum retention period for the efficient and effective management of local resources. Records that contain public or staff personal information or records that contain protected health information must be shredded or destroyed in accordance with federal and state law. Records that do not contain such sensitive and protected information can be recycled in the normal paper recycling system.

POLICY AND PROCEDURE

ADMINISTRATIVE & FISCAL	
Record title/description	Minimum retention period
Accident report	5 years following litigation closure, otherwise 2 years
Accounts receivable	4 years
Annual budget	5 years
Annual reports	Permanent
Applications for employment	1 year
Audit reports	5 years
Billing records	5 years
Board correspondence	5 years
Board of Health minutes	Permanent
Board orders	5 years
Cash journals	10 years
Cash receipt books	3 years
Cash receipts	3 years
Contracts/agreements	15 years
District advisory council minutes	Permanent
Equipment inventory	3 years
General ledger	4 years
Grant budget	5 years
Grant records	5 years
Grant reports	5 years
Insurance policies	5 years if all claims settled



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ADMINISTRATIVE & FISCAL (continued)	
Record title/description	Minimum retention period
Invoices/vouchers	5 years
Leave records	5 years
Legal opinions	Until superseded
Payroll deductions	3 years
Personnel files	Permanent
Policies/operational playbooks	Until superseded and then retail 1 copy until audited
Purchase orders	5 years
Requisitions	5 years
Sanitation orders	3 years
State subsidy	3 years
Time records	3 years after audit
Transient Records	No longer of administrative value
PLUMBING	
Record title/description	Minimum retention period
Bonds	3 years after expiration
Correspondence	5 years
Permits	4 years after audit
Plans	5 years after permit issued
Registrations	5 years after audit
VITAL STATISTICS	
Record title/description	Minimum retention period
Affidavits for birth and death certificates	Permanent
Birth and death applications	5 years
Birth and death certificates	Permanent
Burial permit book stubs	5 years
Burial transit permits	5 years
Child fatality review case reports	Permanent
Fetal death and stillbirth certificates	Permanent
Home birth hearing screening	Permanent
Home birth records	Permanent
Logs for security paper	5 years
Supplemental cause of death report	Until confirmed in state information system
Transmittal reports	5 years after filing



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ENVIRONMENTAL HEALTH	
Record title/description	Minimum retention period
Program inspections	5 years after last survey
Program licensed facilities and establishments – plans	Keep plans of closed properties until new plans and layouts are submitted to replace the old plans
Programs water sample records	2 years after last survey
Program applications and registrations	4 years after audit and last survey
Program correspondence	5 years after last survey
Program fee schedule	4 years after audit and last survey
Program ODH, ODA transmittal reports	4 years after audit and survey
Program survey	3 years
Activity daily reports	5 years
Animal bites – correspondence and reports of animals not tested	3 years
Animal bites – reports of animals tested	5 years
Complaints	2 years or until all current litigation resolved
Food service/establishment – foodborne illness reports	3 years after last survey
Food service/establishment – transfer, revocation, suspension license documents	3 years after last survey
Hearing notices, documents and photos	5 years after last survey
Infectious waste inspections	Permanent
Schools – water sample records	5 years
Sewage – drawings, site evaluation applications, inspection reports, site approvals, design approvals	Permanent
Sewage – maintenance contracts	One year after survey
Sewage – Permits to install, alter/replace and NPDES applications	5 years if expired after survey, permanent if installed
Sewage – expired operational permits	5 years after survey
Real estate evaluations sewage or water	Last 3 reports
Sewage – test results	5 years after survey
Tattoo/body art – applications	5 years
Water – abandonment/sealing report, permits, correspondences, investigations/dye tests	Permanent
Water – water sample for to finish permit	Permanent until well is sealed, 1 year after sealed
Water – well log	Permanent until 1 year after well is sealed
Water Real estate & private requested water samples	Last 3 samples



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NURSING & CLINICAL	
Record title/description	Minimum retention period
Audiograms	Permanent
Car seat applications	5 years
Children with Medical Handicaps records	5 years after last contact
Chronic disease records	1 year after final disposition
Clinical summary reports	2 years
Communicable disease case records	Permanent
Communicable disease case registry/index	Lifetime of patient
Daily activity sheets	5 years
Dental records	10 years
Epidemiological case records	5 years after case closed
Hypertension records	6 years after last visit
Immunization record	30 years after last entry
Immunization registry	30 years after last entry
Lab reports	5 years after positive lab, 1 year for all others
Lead – chain of custody	1 year
Lead – inspections	Permanent
Lead – patient files	Permanent
Letters/correspondence	1 year, then at discretion of Supervisor
Maternal, infant, and prenatal care	7 years after last entry
Medicare case files	5 years after last contact
Nursing service cards	1 year
Orders/receipts for vaccines or drugs	3 years
Public health visit records	5 years after last contact
School health records	Until age of majority
TB case records	Lifetime of patient
TB registry cards	Lifetime of patient
TB reports	Permanent
TB skin test records	Permanent if positive, 3 years if negative
Vaccine administered report	1 year
VFC records	3 years
Vision/hearing screenings/records	10 years after last contact
Well child records	5 years after last contact



Madison County Public Health

Prevent. Promote. Protect.

RECORD RETENTION SCHEDULE

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POLICY AND PROCEDURE

WOMEN, INFANTS, and CHILDREN (WIC)	
Record title/description	Minimum retention period
WIC - Participant records	4 years from last contact
WIC - Meeting minutes	4 years
WIC - Expense reports	4 years
WIC – Lesson plans, Formula logs, Pump surveys	2 years
WIC - Vendor records	4 years
WIC – Class attendance records	4 years