

# STATE OF NEW JERSEY



## MUNICIPAL HEALTH DEPARTMENT

**M640000-003**

<b>Department:</b>	MUNICIPAL HEALTH DEPARTMENT	<b>Agency Representative:</b>	ELAINE M. WHITE
<b>Division:</b>		<b>Title:</b>	
<b>Bureau:</b>		<b>Phone #:</b>	

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

<b>Agency Representative Signature:</b>	<b>Date:</b>	<b>Secretary, State Records Committee Signature:</b>	<b>Date:</b>
	3/25/2009		4/16/2009

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	General Record Series Deleted – See County And Municipal General Schedule									
0002-0000	General Record Series Deleted - See County and Municipal General Schedule									
0003-0000	General Record Series Deleted - See County and Municipal General Schedule									
0004-0000	General Record Series Deleted - See County and Municipal General Schedule									
0005-0000	General Record Series Deleted - See County and Municipal General Schedule									
0006-0000	Certificates of Occupancy Book		X				10 Years			
0007-0000	General Record Series Deleted - See County and Municipal General Schedule									
0008-0000	General Record Series Deleted - See County and Municipal General Schedule									
0009-0000	General Record Series Deleted - See County and Municipal General Schedule									

\* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: M640000			Schedule: 003		Page #:2 of 46	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0010-0000	General Record Series Deleted - See County and Municipal General Schedule									
0011-0000	Discharge Summary Sheet - Patient		X				20 Years After most recent entry		Destroy	
0012-0000	General Record Series Deleted - See County and Municipal General Schedule									
0013-0000	Immunization Consent Form - Individual		X				10 Years After age 23, whichever is longer		Destroy	
0014-0000	Immunization Record - Individual --- Includes: Medical Contraindications, Proof of Immunization, Standard School Immunization Record, Immunization Health Appraisal, and Religious Exemption (VA-19)		X				10 Years After age 23, whichever is longer		Destroy	
0015-0000	General Record Series Deleted - See County and Municipal General Schedule		X							
0016-0000	Medical Health Claims (Original) --- File contains a copy of transmittal of the costs authorized for medical services provided to General Assistance clients.						6 Years After termination of service		Destroy	
0017-0000	General Record Series Deleted - See County and Municipal General Schedule									
0017-0001	General Record Series Deleted - See County and Municipal General Schedule									
0017-0002	General Record Series Deleted - See County and Municipal General Schedule									
0018-0000	Press Advisory and Release File		X				Permanent		Retain at Agency	

Records Retention and Disposition Schedule				Agency: M640000			Schedule: 003		Page #:3 of 46	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0019-0000	Patient Medical Records - Individual		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0020-0000	Plans and Blueprints File									
0020-0001	Plans and Blueprints File - Approved		X				Permanent		Retain at Agency	
0020-0002	Plans and Blueprints File - Denied						3 Years		Destroy	
0021-0000	General Record Series Deleted - See County and Municipal General Schedule									
0022-0000	General Record Series Deleted - See County and Municipal General Schedule									
0023-0000	General Record Series Deleted - See County and Municipal General Schedule									
0024-0000	General Record Series Deleted - See County and Municipal General Schedule									
0025-0000	General Record Series Deleted - See County and Municipal General Schedule									
0026-0000	General Record Series Deleted - Ssee County and Municipal General Schedule									
0027-0000	General Record Series Deleted - See County and Municipal General Schedule									
0028-0000	General Record Series Deleted - See County and Municipal General Schedule									

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
	<b>Administration</b>									
0050-0000	Administration									
0051-0000	Audits and Certifications - Health Agencies (Copy)	X					1 Years		Destroy	
0052-0000	Morbidity Charts						2 Years		Destroy	
0053-0000	General Record Series Deleted - See County and Municipal General Schedule									
0054-0000	General Record Series Deleted - See County and Municipal General Schedule									
0055-0000	General Record Series Deleted - See County and Municipal General Schedule									
0056-0000	General Record Series Deleted - See County and Municipal General Schedule									
0057-0000	Referral Report - Early and Periodic Screening, Diagnosis and Treatment - Department of Human Services, Division of Medical Assistance and Health Services (MC-19)	X					6 Years		Destroy	
0058-0000	Day Sheet - Daily Business Summary						6 Years		Destroy	
0059-0000	Report of Services - Independent Outpatient --- Health Facility - Department of Human Services, Division of Medical Assistance and Health Services (MC-14 C2 )	X					6 Years After final payment		Destroy	
0060-0000	Report of Services									
0060-0001	Data Input Documents - Medical and Patient Billing	X					1 Years After input and verification		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0060-0002	Data Input Documents - Medical Records (Copy)		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0060-0003	Data Input Documents - Patient/Billing (Copy)	X					3 Years		Destroy	
0061-0000	New Patient Admission Form									
0061-0001	New Patient Admissions Form - Data Input Documents						1 Years After input and verification		Destroy	
0061-0002	New patient Admissions Form - Medical Records (Copy)		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
<b>Cytology Laboratory</b>										
0100-0000	Cytology Laboratory									
0101-0000	Book of Charges	X					6 Years		Destroy	
0102-0000	Daily Records Book - Specimen Accession						5 Years		Destroy	
0103-0000	Specimen Evaluation Report (Copy)						5 Years		Destroy	
<b>Environmental Health - Inspection</b>										
0150-0000	Environmental Health - Inspection									
0151-0000	Air Pollution Complaint and Investigation Reports						3 Years		Destroy	

\* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: M640000			Schedule: 003		Page #:6 of 46	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0152-0000	Bacteriological and Complaint and Investigation Reports						3 Years		Destroy	
0153-0000	Bathing Place - Applications, Permits, Inspections, and Test Results						3 Years		Destroy	
0154-0000	Complaint Forms						3 Years		Destroy	
0156-0000	Contagion Records						2 Years		Destroy	
0157-0000	Dog Bite Records - Individual Animal Tally						3 Years		Destroy	
0158-0000	Dog Bite Notice/Report Form						3 Years		Destroy	
0159-0000	Dog Licenses						3 Years		Destroy	
0160-0000	Dog Quarantine and Release/Stray Dog Letters						3 Years		Destroy	
0161-0000	Emergency Medical Services									
0161-0001	Emergency Medical Services - Personnel Certificate (Original and Copy)									
0161-0002	Emergency Medical Services - Personnel Certificate (Original)						21 Years After termination		Destroy	
0161-0003	Emergency Medical Services - Personnel certificate (Copy)						Screen annually Screen Annually		Destroy	
0161-0004	Emergency Medical Services - Renewal						21 Years		Destroy	
0161-0005	Emergency Medical Services - Inspections Records						3 Years		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0162-0000	Extermination Certification for Building Demolition --- Consists of correspondence from a professional extermination operator that certifies control measures were completed and demolition of the structure may proceed.						3 Years		Destroy	
0163-0000	Food and Drug Inspection Forms (F- 33 and F- 22a)						3 Years		Destroy	
0164-0000	Food and/or Milk Vending Applications and Licenses						3 Years		Destroy	
0165-0000	Food Establishment Applications and Licenses						3 Years		Destroy	
0166-0000	Food Establishment Inspection Reports						3 Years		Destroy	
0167-0000	Food Handler's Registration Forms and Licenses						3 Years		Destroy	
0168-0000	Food Surveillance Sanitary Inspection Reports						3 Years		Destroy	
0169-0000	Food Vending Vehicle Inspection Forms						3 Years		Destroy	
0170-0000	Hazardous Food Samples Lab Reports						1 Years		Destroy	
0171-0000	Inspector's Daily Work Records						3 Years		Destroy	
0172-0000	Lead Poisoning Inspection Reports						1 Years		Destroy	
0173-0000	Licenses Issued (Printout)						3 Years		Destroy	
0174-0000	Mobile Home Park Inspections						3 Years		Destroy	
0175-0000	Non-Food Applications and Licenses						3 Years		Destroy	
0176-0000	Occupational Health Survey Forms		X				Permanent		Retain at Agency	
0177-0000	Rabies Inoculation Records						3 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M640000			Schedule: 003		Page #:8 of 46	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0178-0000	Record Cards - Environmental Health - Inspection						6 Years		Destroy	
0179-0000	Report of Inspection (F-36)						3 Years		Destroy	
0180-0000	Request for Rabies Examination (Bact-45)						3 Years		Destroy	
0181-0000	Rooming House Inspection Forms						3 Years		Destroy	
0182-0000	Sanitary Inspection Report (F-38) and Continuation Sheet (MS-5)						3 Years		Destroy	
0183-0000	Septic System Records --- Includes: Septic System Applications, plans, permits, Perk Test Results, and Inspections.		X				Life of the structure or until connected to public sewer		Destroy	
0184-0000	Solid Waste Disposal Applications and Licenses						3 Years		Destroy	
0185-0000	Viral Hepatitis Case Records (CDC-26)						3 Years		Destroy	
0186-0000	Water Well Permits --- Consists of copies of state well permits issued by the Department of Environmental Protection, Division of Water Resources (Form 99B) Original maintained permanently by Division of Water Resources, Department of Environmental Protection.	X					6 Years		Destroy	
0187-0000	Independent Laboratory Blood Lead Analysis (AP-2) (Copy) --- Original maintained by the Department of Health and Senior Services for 30 yrs.						3 Years		Destroy	
0188-0000	Report of Elevated Levels of Heavy Metals (OES-29) (Copy) --- Original maintained by the Department of Health and Senior Services for 30 yrs.						3 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M640000			Schedule: 003		Page #:9 of 46	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0189-0000	Report of Occupational and Environmental Disease and Poisonings (OES-30) (Copy) --- Original maintained by the Department of Health and Senior Services for 30 yrs.						3 Years		Destroy	
0190-0000	Employer Outreach Survey (OES-42) (Copy) --- Original maintained by the Department of Health and Senior Services.						1 Years After date of survey		Destroy	
0191-0000	Air Pollution Source Registration Form --- Includes: Installation name, address, Department of Environmental Protection Permit information, and pollution output and amounts.						5 Years		Destroy	(NJSA 26:2C-9.2 (b) )
0192-0000	Animal Impoundment Record									
0192-0001	Animal Impoundment Record - Animal Record --- Includes description of animal, date, municipality, owner (if known), and disposition.						1 Years After disposition		Destroy	
0192-0002	Animal Impoundment Record - Animal Reclamation Form --- Includes description of animal, owner or other party reclaiming animal, date and receipt.						1 Years After disposition		Destroy	
0192-0003	Animal Impoundment Record - Animal Adoption Form --- Includes description of animal, name and address of new owner, and agreement.						1 Years After disposition		Destroy	
0192-0004	Animal Impoundment Record - Animal Surrender Form --- Includes name of animal, owner, and authorization.						1 Years After disposition		Destroy	

Records Retention and Disposition Schedule				Agency: M640000			Schedule: 003		Page #:10 of 46	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0193-0000	County Environmental Health Act (CEHA) File --- A Department of Environmental Protection grant program for County and Municipal Health Departments in monitoring, inspecting, testing, remediating, and disposing of core pollution control areas: groundwater, air, noise, solid waste, pesticides, underground storage tanks contamination, and air toxics. File contains but is not limited to: inspections, inventories, soil sample test results, correspondence, and supporting documentation.					P	30 Years After site closure and project completion		Destroy	
<b>Nursing: Administration and Accounting</b>										
0200-0000	Nursing: Administration and Accounting									
0201-0000	General Record Series Deleted - see County and Municipal General Schedule									
0203-0000	Annual Work Tally/Log						5 Years		Destroy	
0204-0000	Home Health Agency Certificate/License									
0204-0001	Home Health Agency Certificate/License - Initial						Permanent		Retain at Agency	
0204-0002	Home Health Agency Certificate/License - Audits and Renewals	X					Permanent		Retain at Agency	
0205-0000	Home Health Agency Certificate/License - Management Information System									
0205-0001	Visiting Nurse's Report of Visit - Patient's Medical Record		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	

Records Retention and Disposition Schedule				Agency: M640000			Schedule: 003		Page #:11 of 46	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0205-0002	Visiting Nurse's Report of Visit - Patient's Medical Record - Monthly Computer Report						1 Years		Destroy	
0205-0003	Visiting Nurse's Report of Visit - Patient's Medical Record - Annual Computer Report						5 Years		Destroy	
0206-0000	Monthly Work Tally/Log						1 Years If annual tally kept, if not, then 5 yrs		Destroy	
0207-0000	Nurse's Daily Workcards						1 Months If annual tally kept, if not, then 5 yrs		Destroy	
0208-0000	Patient Charts - Billing Purposes	X					6 Years After discharge		Destroy	
0209-0000	Patient Folder - Billing Purposes	X					6 Years After discharge		Destroy	
0210-0000	Session Reports (MCH-20)						1 Years If annual tally kept, if not, then 5 yrs		Destroy	
<b>Clinical and Child Health Conference Program</b>										
0250-0000	Clinical and Child Health Conference Program									
0251-0000	Biologics and Tuberculin Test Log						1 Years		Destroy	
0252-0000	Blood Chemistry Tests - Adult Screening Program						5 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M640000			Schedule: 003		Page #:12 of 46	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0253-0000	Child Health Record (MCH-15)		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0254-0000	Child Health Services Report - Session Report (MCH-20)						1 Years If annual tally kept, if not, then 5 yrs		Destroy	
0255-0000	Diabetic Screening and Follow-up Report		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0256-0000	Lab/Physicians Reports		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0257-0000	Record Cards - Clinical and Child Health Conference Program						6 Years		Destroy	
0258-0000	Signed Examination/Screening Permission Slips		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0259-0000	Reminder to Parent - Health Center Appointment						2 Years		Destroy	
0260-0000	Health Care Provider Time Sheet						6 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M640000			Schedule: 003		Page #:13 of 46	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0261-0000	Security Log						3 Years After final entry		Destroy	
0262-0000	Sign-in/Sign-out Log - Clinical and Child Health Conference Program						3 Years After final entry		Destroy	
0263-0000	Office Supplies Request						1 Years		Destroy	
0264-0000	Incident Report		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0265-0000	Information/Authorization for DTP, DT, and Td Vaccines (Department of Health and Senior Services (VA-26) )		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0266-0000	Information/Authorization for Hib Vaccine Vaccines (Department of Health and Senior Services (CDO-3) )		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0267-0000	Immunization Health Appraisal		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0268-0000	PPD Tuberculosis Follow-up Report						5 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M640000			Schedule: 003		Page #:14 of 46	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0269-0000	New Jersey Immunization Record		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0270-0000	Normal/Abnormal Control Log						5 Years		Destroy	
0271-0000	Hearing Referral Form		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0272-0000	VASC Auditory Screening Record		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0273-0000	Child Health Conference Vision Screening - Referral - Department of Health and Senior Services (MCH-5))		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0274-0000	Registration - Preschool Vision Screening - Department of Health and Senior Services (MCH-41) )		X				10 Years After discharge or age 23, whichever is later		Destroy	

Records Retention and Disposition Schedule				Agency: M640000			Schedule: 003		Page #:15 of 46	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0275-0000	Vaccine Order and Usage Report - Department of Health and Senior Services, Immunization Program, Biologics (VA-84) )						5 Years		Destroy	
0276-0000	Biologic Storage Temperature Log						4 Years After final entry		Destroy	
0277-0000	Follow-up Information Request Letter - Child Health Clinic						10 Years		Destroy	
0278-0000	Patient Referral Form (Referring Agency to Consultant Agency - Department of Health and Senior Services (MCH-18) )		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0279-0000	Referral Log Form						10 Years After final entry		Destroy	
0280-0000	Notice of Rescheduled Appointment and Reminder						2 Years		Destroy	
0281-0000	Child Health Conference - Missed Appointment Letter Follow-up Listing						3 Years		Destroy	
0282-0000	Child Health Conference - Clinic Missed Appointment Letter						3 Years		Destroy	
0283-0000	Information/Authorization for Oral Polio Vaccine - Department of Health and Senior Services (VA-27) )		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0284-0000	Information/Authorization for Measles-Mumps-Rubella Vaccines - Department of Health and Senior Services (VA-28) )		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	

Records Retention and Disposition Schedule				Agency: M640000			Schedule: 003		Page #:16 of 46	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0285-0000	Child Eye Health Record Optometric Eye Center		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0286-0000	Newborn Screening Program Consent Form (SCH-1)		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0287-0000	Elevated/Normal/Subnormal/Graph						5 Years		Destroy	
0288-0000	Denver Prescreening Developmental Questionnaire - Children Age 3 Months to 6 Years		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0289-0000	Monthly Mileage Report						3 Years		Destroy	
0290-0000	Child Health Conference Encounter Record (MCH-45) - Department of Health and Senior Services, Maternal and Child Health Program		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0291-0000	Growth and Development Checklist - (Children Age 2 Months to 5 Years)		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0292-0000	Notice to Parents Regarding Immunization Deficiencies/Provisional Admittance Request (Department of Health and Senior Services (VA-16) )		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0293-0000	Child Health Conference Appointment Sheet - Department of Health and Senior Services (MCH-10) )						1 Years If annual tally kept, if not, then 5 yrs		Destroy	
0294-0000	Tuberculin Testing Survey Results - Department of Health and Senior Services, Tuberculosis Services (TB-43) )						5 Years		Destroy	
0295-0000	Central Supply Stock Requisition						3 Years		Destroy	
	<b>Employee Health Services</b>									
0300-0000	Employee Health Services									
0301-0000	Employee Health Records (Individual) --- May include Worker's Compensation records.		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0302-0000	X-ray Film, Chest						5 Years		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
	<b>Health Education</b>									
0350-0000	Health Education									
0351-0000	Program, Projects, Agency-Sponsored Reports, and Summaries									
0351-0001	Program, Projects, Agency-Sponsored (Master)			X			Permanent		Retain at Agency	
0351-0002	Program, Projects, Agency-Sponsored (Supporting Documentation)						1 Years		Destroy	
	<b>Lead Poison Control</b>									
0400-0000	Lead Poison Control									
0401-0000	Erythrocyte Protoporphyrin (EP) Worksheets and Laboratory Reports			X			10 Years Or age 23, whichever is later		Destroy	
0402-0000	Early Periodic Screening Diagnosis and Treatment (EPSDT) Tally Sheet						1 Years		Destroy	
0403-0000	Family Folders (Not Including Lead Poisoning Environmental Intervention Report (LP-1) )			X			10 Years Or age 23, whichever is later		Destroy	
0404-0000	Lead Poisoning Environmental Intervention Report (LP-1) --- Listing which includes patient name and address, and when incident reports were received and investigated.			X			10 Years Or age 23, whichever is later		Destroy	
0405-0000	Patient Medicare/Medicaid Data	X					6 Years After discharge		Destroy	
0406-0000	Session Report --- Consists of patient medical notes from each clinical session/visit.			X			10 Years Or age 23, whichever is later		Destroy	

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Records Retention and Disposition Schedule				Agency: M640000			Schedule: 003		Page #:19 of 46	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0407-0000	Discharge Memo --- Checklist memo (unsigned) attached to child's medical follow-up, indicating conditions for discharge.		X				10 Years Or age 23, whichever is later		Destroy	
0408-0000	Request for Lead Screening --- Request for lead screening which includes address date of patient and directions for submitting lab results.		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0409-0000	Request for Lead Analysis (LP-10) --- Permission slip signed by parent requesting a child's blood test for evidence of lead poisoning.		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0410-0000	Quality Control - EP Screening Method - Hematofluorometer --- Completed by technical person, contains control readings for screening test.						5 Years		Destroy	
0411-0000	Hematology Quality Control Sheet - Hematocrits --- Statistical graph of blood test results.						5 Years		Destroy	
0412-0000	Poison Control Lead Screening Results --- Log of individual patient screening results.		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	

Records Retention and Disposition Schedule				Agency: M640000			Schedule: 003		Page #:20 of 46	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0413-0000	Clinical Laboratory - Daily Hematocrit Sheet --- Daily log which contains name and age of patient along with HCT-test results.						5 Years		Destroy	
0414-0000	Clinical Laboratory - Urinalysis Results --- Log of patient name urinalysis test results.						5 Years		Destroy	
0415-0000	Clinical Laboratory Inspection --- Checklist of presence or absence of optimal clinical laboratory conditions for individual labs.						5 Years		Destroy	
0416-0000	Milestone-Quality Assessment (LP-100) --- Child case file logging actions taken in lead poisoning incident.		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0417-0000	Results by Class From Metpath -Laboratory Slips --- Statistical table of results.						5 Years		Destroy	
0418-0000	Childhood Lead Poisoning Medical Report (LP-310) --- Authorization by parent for private physician to release child's medical examination findings to Lead Program. Contains physician's medical findings and recommendations.		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0419-0000	Authorization to Release Information --- Letter to County Welfare Board (with parent signature) authorizing the release of address change to the Lead Program.		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	

Records Retention and Disposition Schedule				Agency: M640000			Schedule: 003		Page #:21 of 46	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0420-0000	Child Medical History (LP-201A) --- Contains background data, child medical history, and housing data regarding lead poisoning; completed and signed by nurse or investigator.						10 Years After discharge of patient or age 23, whichever is later		Destroy	
0421-0000	Environmental Follow-up (LP-200) and Environmental Report (LP-201) --- Investigator's inspection and follow-up report regarding housing environment of child lead poisoning patient.		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0422-0000	Medical Follow-up (LP-300) --- Part of child patient's case file, logging the dates and summarizing the actions taken.		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0423-0000	Weekly Activity Report --- Investigator's log which includes home visited, specimens collected, and dates of visits.						1 Years		Destroy	
0424-0000	Door-to Door Daily Activity Report --- Investigator's team's listing of addresses visited (by census tract) with check of children ad lead poisoning conditions.						3 Years		Destroy	
0425-0000	Urinalysis Control Sheet --- Lab sheet with dates and urinalysis results by lot number.						5 Years		Destroy	
0426-0000	Urinalysis Worksheet --- Listing of urinalysis results includes dates and patient names.						5 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M640000			Schedule: 003		Page #:22 of 46	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0427-0000	Lead Poisoning Intervention Report for Other Addresses (LP-2)						10 Years Or age 23, whichever is later		Destroy	
<b>School Programs (Public, NonPublic, and Preschool)</b>										
0450-0000	School Programs (Public, NonPublic, and Preschool)		X							
0451-0000	Dental Examination - Without Treatment						5 Years		Destroy	
0452-0000	Dental Treatment Reports - With Examination		X				10 Years After discharge or age 23, whichever is later		Destroy	
0453-0000	Dental X-ray Films						5 Years		Destroy	
0454-0000	Examination Permission Slip		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0455-0000	Non-Medical Permission Slip						1 Years		Destroy	
0456-0000	Health Examination Records - Individual		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	

Records Retention and Disposition Schedule				Agency: M640000			Schedule: 003		Page #:23 of 46	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0457-0000	Referral Slip - Completed Physician's						10 Years After discharge of patient or age 23, whichever is later		Destroy	
0458-0000	Tuberculosis Reports (TB-57 and TB-42) --- Submitted annually by school districts.						3 Years		Destroy	
0459-0000	Growth/Vision-Hearing Chart		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0460-0000	Record Form for T/O Vision Tester		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0461-0000	Annual Scoliosis Screening Statistical Report Department of Education/Department of Health and Senior Services (CH-27) and (SCH-8)						5 Years		Destroy	
0462-0000	Scoliosis Screening Report (Individual)		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	

Records Retention and Disposition Schedule				Agency: M640000			Schedule: 003		Page #:24 of 46	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0463-0000	Health History and Appraisal Department of Education/Department of Health and Senior Services (A-45) --- Form is maintained permanently by the school district.		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0464-0000	National Center for Health Statistics Growth Charts --- Includes: Boys: Physical Growth Prepubescent t 18 Years NCHS Percentiles.		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0465-0000	Report of Health Screening		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0466-0000	Medical Follow-up Letter		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0467-0000	Follow-up Report on Physicals						2 Years		Destroy	
0468-0000	Tuberculin Mantoux (PPD) Test - Permission Roster/Results		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	

Records Retention and Disposition Schedule				Agency: M640000			Schedule: 003		Page #:25 of 46	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0469-0000	Parental Request for Tuberculin Test/Results - English and Spanish		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0470-0000	Tuberculin Mantoux (PPD) Test - Signed Test Result Slip		X				10 Years After discharge or age 23, whichever is later		Destroy	
0471-0000	Parent Notification of a Significant Tuberculin Reaction		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0472-0000	Parent Notification of Tuberculin Testing		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0473-0000	Annual Immunization Status Report - Department of Health and Senior Services, Communicable Disease Program (VA-20) )						3 Years		Destroy	
0474-0000	Notice to Parents Regarding Immunization Deficiencies - English and Spanish Department of Health and Senior Services (VA-16) )		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	

Records Retention and Disposition Schedule				Agency: M640000			Schedule: 003		Page #:26 of 46	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
<b>Public Health Laboratories</b>										
0500-0000	Public Health Laboratories									
0501-0000	Daily Log/Laboratory Ledger						5 Years		Destroy	
0502-0000	Laboratory Reports (Copy)						2 Years		Destroy	
0503-0000	Monthly Laboratory Tallies						1 Years If annual tally kept, if not, then Permanent		Destroy	
<b>Social Hygiene Program/Clinic</b>										
0550-0000	Social Hygiene Program/Clinic									
0551-0000	Infectious Syphilis Epidemiologic Control Records (HSM 9.54) --- Documents the results of syphilis epidemiologic investigations. Used for data gathering and analysis to document the spread of disease within a community or social group.						2 Years		Destroy	
0552-0000	Lab Reports --- Consists of diagnostic and screening laboratory test results as ordered by the Venereal Disease clinic physician. Reports are used to document test results in the patient's clinical medical chart, and indicate a presence or absence of infection. A copy of the reports are retained by the laboratory and the results are transcribed into the patient's chart.						After results have been transcribed to clinic medical chart		Destroy	
0553-0000	Ledgers						5 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M640000			Schedule: 003		Page #:27 of 46	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0554-0000	Venereal Disease Epidemiologic Report (HSM 9. 2936) --- Used to initiate venereal disease investigations based on contacts and suspects of venereal disease. The record serves as a control document for quality, quantity, and timeliness of venereal disease investigation and follow-up procedures.						1 Years		Destroy	
0555-0000	Clinic Medical Charts --- Contains: general demographic information, clinician findings of physical examination, results of diagnostic and screening tests, therapies, and follow-up procedures. Chart is also used to assess the quality of care within each local clinic and as source document for statistical reports.		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0556-0000	Gonorrhea Case Reports (VD-10 or VD-9.97) --- Documents the results of gonorrhea epidemiologic investigations. Used for data gathering, analysis, and to document the spread of disease within a community or social group.						1 Years		Destroy	
0557-0000	Laboratory Log --- Contains records of tests performed in the small "stat" laboratory at major Venereal Disease clinics. Used as a reference source for test results, provides information for quality assurance, and a backup reference for laboratory results documented in the patient's medical chart.						5 Years After final entry		Destroy	
0558-0000	State and Federal Program File --- Consists of State and Federal venereal disease activity and statistical reports submitted monthly, quarterly, and annually. Includes correspondence, publications, time records, and fiscal records.		X							
0558-0001	State and Federal Program File - Annual Statistical Reports						Permanent		Retain at Agency	
0558-0002	State and Federal Program File - Quarterly Statistical Reports						3 Years		Destroy	
0558-0003	State and Federal Program File - Monthly Statistical Reports						3 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M640000			Schedule: 003		Page #:28 of 46	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0558-0004	State and Federal Program File - Statistical Reports (Copy)						Periodic review		Destroy	
0558-0005	State and Federal Program File - Budget Requests	X					3 Years		Destroy	
0558-0006	State and Federal Program File - Time Sheets	X					3 Years		Destroy	
0558-0007	State and Federal Program File - Requisitions, Vouchers, Purchase Orders (Original)	X					6 Years		Destroy	
0558-0008	State and Federal Program File - Requisitions, Vouchers, Purchase Orders (Copy)	X					3 Years		Destroy	
0558-0009	State and Federal Program File - Publications									
0558-0010	State and Federal Program File - Publications (Master)						Permanent		Retain at Agency	
0558-0011	State and Federal Program File - Publications (Copy)						Periodic review Periodic review		Destroy	
0558-0012	State and Federal Program File - Correspondence (External)						3 Years		Destroy	
	<b>Tuberculosis Programs/Clinic</b>									
0600-0000	Tuberculosis Programs/Clinic									
0601-0000	Patient Medical Record File									
0601-0001	Patient Medical Record File - Clinic (Copy)		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0601-0002	Patient Medical Record File - Referral Agency (Copy)						5 Years		Destroy	
0602-0000	X-ray Film						5 Years		Destroy	
	<b>Vital Statistics</b>									
0650-0000	Vital Statistics									
0651-0000	Burial Permit		X				Permanent		Retain at Agency	
0652-0000	Certificate of Marriage - License		X				Permanent		Retain at Agency	
0653-0000	Indexes to Records		X				Permanent		Retain at Agency	
0654-0000	Marriage License Application		X				75 Years		Destroy	
0655-0000	Birth Record (Original)		X				Permanent		Retain at Agency	
0656-0000	Birth Certificate (Copy) --- Copies of originals concerning adoption or legitimating.						After receipt of amended copy		Return to State Department of Health	
0657-0000	Death Record (Original)		X				Permanent		Retain at Agency	
0658-0000	Fetal Death Record (Original)		X				Permanent		Retain at Agency	
0659-0000	Stubs of Certified Copies of Vital Statistics Records --- Contains the name of the individual indicated on the certificate and the certificate copy number. Used for verification with the receipts for monies received for generating certified copy to the public.	X					6 Years		Destroy	
0660-0000	Vital Statistics Tabulations and Reports						Permanent		Retain at Agency	
0661-0000	Vital Statistics - Birth, Death and Marriage Certificates (Resident Copy)						1 Years After receipt		Destroy	
0662-0000	Disinterment/Transit Permit		X				Permanent		Retain at Agency	

\* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: M640000			Schedule: 003		Page #:30 of 46	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0663-0000	Certification to Authorize the Issuance of a Death Certificate						3 Years		Destroy	
0664-0000	Re-Marriage Certificate (License) --- Second marriage certificate for the same couple.		X				Permanent		Retain at Agency	
0665-0000	Burial Permit Stubs		X				Permanent		Retain at Agency	
0666-0000	Application for Certified Copy of Vital Statistic Records	X					6 Years		Destroy	
0667-0000	Daily Accounting Record --- Records all issuances, collections, etc.	X					6 Years		Destroy	
0668-0000	Copy of the Certificate of Marriage (EEG-25) --- Used to notify the registrar of another municipality of the use of a marriage license issued by him. State statutes required notification be forwarded within five days.						30 Days After receipt		Destroy	(NJSA 26: 8-42)
0669-0000	Authorization for Release Cause of Death Information (REG-20)						6 Years		Destroy	
<b>Pharmacy Records</b>										
0700-0000	Pharmacy Records									
0701-0000	Pharmacist/Intern Signature and/or Initial Identification Records						6 Years After termination of employment		Destroy	(NJAC 13:39-6.8)
0702-0000	Patient Profile Record System --- Contains: patient's address, name, age, date medication is dispensed, prescription number or designation identifying the prescription, prescriber's name, name strength and quantity of drug dispensed, initial of the dispensing pharmacist, and date of refill. (NJAC 13:39-9.13)						5 Years From date of last entry in profile record		Destroy	

Records Retention and Disposition Schedule				Agency: M640000			Schedule: 003		Page #:31 of 46	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
	<b>WIC Program</b>									
0750-0000	WIC Program									
0751-0000	WIC Program - Student Evaluation Form for County College --- Dietetic Technician Program						2 Years		Destroy	
0752-0000	WIC Program - Client Participation Case File --- Contains: Notice of Termination, Lost/Stolen WIC Participant I.D. Cards Affidavit, program Notice of Participation, Notice of Eligibility or Ineligibility (H2452), WIC Program Referral Follow-up forms, WIC Certification form (EDs-WIC-IC-3PT), WIC Children's Dietary History, and WIC ID Cards	X					7 Years After participation in program		Destroy	
0753-0000	WIC Program -Program Contract Progress File --- Contains: WIC Program Contract Progress Report (OC-32b), Report of Contract Expenditures (B & A 49), Notice of Check Investigation, Program Information Chart, Invoices, Program Worksheet, Monthly Reports, and Time Analysis.	X					7 Years After participation in program		Destroy	
0754-0000	WIC Program - Vendor File --- Contains: Vendor Complaint, WIC Food List for Vendor Monitoring, WIC Authorized Proxy (Form A) Commodity Price List Survey (WIC-26), Notice of Check of Investigation, and contract agreement.	X					7 Years After termination from program		Destroy	
0755-0000	WIC Program - Computer Generated Instruction Forms --- Contains: batch control for voided and unclaimed checks, batch control listing, program input (batch control), critical error information request, check listing, check listing for checks paid without issues, and lost/stolen check report.						3 Years		Destroy	
0756-0000	WIC Program - Child Health Conference and Pediatric Clinics Monthly Summary	X					3 Years		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0757-0000	WIC Program - Prenatal Monthly Nutrition Activities Summary	X					3 Years		Destroy	
0758-0000	WIC Program - Nutritionist's Daily Time Record	X					6 Years		Destroy	
0759-0000	WIC Program - Equipment and Program Inventories	X					3 Years		Destroy	
0760-0000	WIC Program - Manual Checks (Pink Copy)	X					3 Years		Destroy	
0761-0000	WIC Program - Check Register (Electronic and Hardcopy)	X					7 Years		Destroy	
0762-0000	WIC Program - Output Reports									
0762-0001	WIC Program - Enrollment Report	X					3 Years		Destroy	
0762-0002	WIC Program - Financial Report	X					7 Years		Destroy	
	<b>Family Planning Clinic</b>									
0800-0000	Family Planning Clinic									
0801-0000	General Record Series Deleted - See County and Municipal General Schedule									
0802-0000	Medical Supplies Inventory	X					7 Years		Destroy	
0803-0000	Statistical Data						3 Years		Destroy	
0804-0000	Family Planning Survey Instrument (FP-10)						3 Years		Destroy	
0805-0000	Health Education and Counseling						3 Years		Destroy	
0806-0000	Evaluation Reports						3 Years		Destroy	
0807-0000	Quality Assessment									
0808-0000	Quality Assessment - Program Review						3 Years		Destroy	

\* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: M640000			Schedule: 003		Page #:33 of 46	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0809-0000	Quality Assessment - Patient Care Review						3 Years		Destroy	
0810-0000	Quality Assessment - Educational Review						3 Years		Destroy	
0811-0000	Quality Assessment - State and Federal Policies and Procedures						Permanent		Retain at Agency	
0812-0000	Quality Assessment - Clinic Policies and Procedures						Permanent		Retain at Agency	
0813-0000	Quality Assessment - Family Planning Visit Record						3 Years		Destroy	
0814-0000	Financial	X								
0815-0000	General Record Series Deleted - See County and Municipal General Schedule									
0816-0000	General Record Series Deleted - See County and Municipal General Schedule									
0817-0000	General Record Series Deleted - See County and Municipal General Schedule									
0818-0000	General Record Series Deleted - See County and Municipal General Schedule									
0819-0000	Title "XX" Report	X					7 Years		Destroy	
0820-0000	Bureau of Common Reporting Requirements (BCRR) Report	X					7 Years		Destroy	
0821-0000	General Record Series Deleted - See County and Municipal General Schedule									
0822-0000	General Record Series Deleted - See County and Municipal General Schedule									
0823-0000	Medical Records - Family Planning Clinic									
0824-0000	NFPRS Log						3 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M640000			Schedule: 003		Page #:34 of 46	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0825-0000	Pap Log						3 Years		Destroy	
0826-0000	Pregnancy Log						3 Years		Destroy	
0827-0000	Medical Record		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0828-0000	Discharge Summary Sheet		X				20 Years		Destroy	
0829-0000	Medical Policies and Opinions		X				Permanent		Retain at Agency	
	<b>Social Services Program</b>									
0850-0000	Social Services Program									
0852-0000	Confidential Client History		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0853-0000	Consent for Release for Information		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	

Records Retention and Disposition Schedule				Agency: M640000			Schedule: 003		Page #:35 of 46	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0854-0000	Follow-up Survey		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0855-0000	Emergency Referral Form		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0856-0000	Financial Liability Determination	X	X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0857-0000	Municipality Report - Client Contacts and Statistics from Municipalities									
0857-0001	Municipality Report - Annual						5 Years		Destroy	
0857-0002	Municipality Report - Monthly						3 Years		Destroy	
0858-0000	Sign-in/Sign-out Log - Social Services Program						3 Years After final entry		Destroy	
0859-0000	Counselor Weekly Work Schedule						1 Years		Destroy	
	<b>Ambulatory Medical Care Program</b>									
0900-0000	Ambulatory Medical Care Program									

Records Retention and Disposition Schedule				Agency: M640000			Schedule: 003		Page #:36 of 46	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0901-0000	Patient File --- Contains: Problem List (25-81), Medication Sheet (24-81), Laboratory Test Results/ Immunization History (21-81), Progress Notes (23-81), Initial Audit Health Physical Exam and Health History (22A-81), In-House Lab Work Sheet, Audiology Screening, Health Maintenance Assessment/Progress Notes (HMA-6), Electrocardiograph Readings (Mount for Burdick Single-Channel Set), Record Vision Tests, and Referral Form. (Department of Health and Senior Services (MCH-18) )		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
<b>Special Child Health Services Program</b>										
0950-0000	Special Child Health Services Program									
0951-0000	Special Child Health Services Registration Form (CH-O)		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0952-0000	Individual Service Plan Sheet - Case Management Services		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0953-0000	Data Sheet --- Background data about patient's family/and community contacts.		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	

Records Retention and Disposition Schedule				Agency: M640000			Schedule: 003		Page #:37 of 46	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0954-0000	Progress Notes		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0955-0000	Screening Questionnaire - Special Child Health Services Program --- Questionnaire completed by parent.		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0956-0000	Authorization for Transfer of Agency Medical/Educational Reports and Evaluations --- Signed by parent/guardian for the individual.		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0957-0000	Socio-Economic Statement - Department of Health and Senior Services, Parental and Child Health Services (CH-9)		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0958-0000	Referral Form - Department of Health and Senior Services (MCH-18 )		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	

Records Retention and Disposition Schedule				Agency: M640000			Schedule: 003		Page #:38 of 46	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0959-0000	Checklist - Services Information Wanted		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0960-0000	Service Cost Record - Department of Human Services, Division of Medical Assistance and Health Services, Community Care Program for the Elderly and Disabled (CCPRD-10)		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0961-0000	Care Plan - Department of Human Services, Division of Medical Assistance and Health Services, Community Care Program for the Elderly and Disabled (CCPRD-11)		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0962-0000	Case Activity Log		X				3 Years After final entry		Destroy	
0963-0000	Contract Progress Report - Case Management Services (Department of Health and Senior Services, Special Child Health Services (OBS-67) )		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0964-0000	Request for Extension of Care - Department of Health and Senior Services, Parental and Child Health Services (CH-2)		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	

Records Retention and Disposition Schedule				Agency: M640000			Schedule: 003		Page #:39 of 46	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0965-0000	Physician's Examination/Request for Services - Department of Health and Senior Services Parental and Child Health Services (CH-1)		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
0966-0000	Referral Log --- Record of referral source and diagnosis by date and SCHS number.						3 Years After final entry		Destroy	
0967-0000	Statistical Summary Sheet --- Record of total number of initial and follow-up screen/visit/contacts by municipality.						3 Years		Destroy	
<b>Chronic Disease Program: Hypertension Identification Project</b>										
1000-0000	Chronic Disease Program: Hypertension Identification Project									
1001-0000	Screening Questionnaire and Consent Form		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
1002-0000	Blood Pressure Test Follow-up Letter to Patient Requesting Further Testing for Hypertension/and Physician Follow-up (HDP-2)		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	

Records Retention and Disposition Schedule				Agency: M640000			Schedule: 003		Page #:40 of 46	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
1003-0000	Emergency Referral - Elevated Blood Pressure Test Results and Recommendations		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
1004-0000	Secondary Screening (HYP-2)		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
1005-0000	Information Letter to Physicians						3 Years		Destroy	
<b>Chronic Disease Program: Diabetes Detection and Control</b>										
1050-0000	Chronic Disease Program: Diabetes Detection and Control									
1051-0000	Screening Questionnaire - Chronic Disease Program: Diabetes Detection and Control		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
1052-0000	Note to Patient Requesting Fasting Capillary Glucose Test		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	

Records Retention and Disposition Schedule				Agency: M640000			Schedule: 003		Page #:41 of 46	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
1053-0000	Note to Patient - Negative Report for Fasting Test		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
1054-0000	Referral Letter Requesting Additional Tests Fasting Blood Sugar, Serum Cholesterol, Serum Triglycerides		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
1055-0000	Patient Instructions for Lab Tests		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
1056-0000	Notification of Screeenee Regarding Elevated Blood Fats		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
1057-0000	Notification of Screeenee Regarding Elevated Blood Sugar		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	

Records Retention and Disposition Schedule				Agency: M640000			Schedule: 003		Page #:42 of 46	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
1058-0000	Notification Letter to Screenee - Tests Within Normal Limits		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
<b>Chronic Disease Program: Cervical Cancer Screening</b>										
1100-0000	Chronic Disease Program: Cervical Cancer Screening		X							
1101-0000	Patient Consent Form for Breast Exam, Pelvic Exam, and Pap Test		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
1102-0000	Cervical Cancer Screening Report		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
1103-0000	Pap Test Registration Form		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	

Records Retention and Disposition Schedule				Agency: M640000			Schedule: 003		Page #:43 of 46	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
1104-0000	Hemocult Registration Form - Chronic Disease Program: Cervical Cancer Screening		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
1105-0000	Metpath Cytology - Clinical Information and Diagnosis/Billing Information		X				6 Years After payment		Destroy	
1106-0000	Pap Test Statistical Data Sheet						5 Years		Destroy	
1107-0000	Screening Questionnaire - Chronic Disease Program: Cervical Cancer Screening		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
1108-0000	Monthly Clinic Report - Chronic Disease Program: Cervical Cancer Screening						3 Years		Destroy	
<b>Chronic Disease Program: Colon-Rectal Cancer Screening</b>										
1150-0000	Chronic Disease Program: Colon-Rectal Cancer Screening									
1151-0000	Hemocult Registration Form - Chronic Disease Program: Colon-Rectal Cancer Screening		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	

Records Retention and Disposition Schedule				Agency: M640000			Schedule: 003		Page #:44 of 46	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
1152-0000	Information Sheet Hemoccult Test		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
1153-0000	Referral Letter to Physician/Follow-Up Exam Results for Positive Hemoccult Slide Test		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
1154-0000	Letter to Patient/Follow-up Questionnaire to Patient - Positive Hemoccult Slide Test		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
1155-0000	Letter to Patient - Negative Hemoccult Slide Test		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
1156-0000	Cancer Screening Program Worksheet						5 Years		Destroy	
1157-0000	Contract Project Report Statistics --- Demographics of Screenees.						5 Years		Destroy	
1158-0000	Monthly Clinic Report - Chronic Disease Program: Colon-Rectal Cancer Screening						3 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M640000			Schedule: 003		Page #:45 of 46	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
<b>Chronic Disease Program: Vision Screening</b>										
1200-0000	Chronic Disease Program: Vision Screening									
1201-0000	Notification to Patient - Eye Test Results - Pass/Fail		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
1202-0000	Referral Letter to Physician/Follow-up Examination Results		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
1203-0000	Patient Case History/Test Data Screening Questionnaire		X				10 Years After discharge of patient or age 23, whichever is later		Destroy	
<b>Intoxicated Driver Resource Centers (IDRC)</b>										
1250-0000	Intoxicated Driver Resource Centers (IDRC)									

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
1251-0000	Intoxicated Driver Resource Center (IDRC) Client File --- Contains: driver evaluation, agreement to participate in the treatment program, test results, driving record abstract, attendance records, release records, 10-day Contact Letter, 10-day Warning Letter for Non-compliance, Alcoholism Screening Test, Cancellation of Non-Compliance Letter, Data Sheet, Emergency Information Sheet, IDRC Client Contract, IDRC Final Test., IDRC Pre-Test, Instructions for Autobiographical Statement. Orientation Plan Checklist, Records Transfer Letter, Staff Assessment/Treatment Plan, Verification of Treatment Letter, Schedule (ALC-2), Client Scheduling Roster (ALC-35), Non-Compliance Report (ALC-36), Questionnaire Answer Sheet (ALC-37), Client Screening/Evaluation Scoring (ALC-38), Agreement to Participate in a Alcoholic/Narcotics Anonymous Attendance Record Program (ALC-39), Agreement to Participate in Treatment (ALC-40), Records Release Authorization (ALC-41), Treatment Referral (ALC-43), Client Intake (ALC-45), Client Treatment Progress (ALC-46), Client Release (ALC-47), Program Completion (ALC-48), Certificate of Attendance (ALC-51), Program Schedule (ALC-56), Certificate of Detention (ALC-57), Abstract of Driving Record (DC-11), Disposition of Traffic									
1251-0001	Intoxicated Driver Resource Center (IDRC) Client File - First Offender --- Client that is not treatment appropriate and has been referred to the Alcohol Safety Institute (ASI).						2 Years		Destroy	
1251-0002	Intoxicated Driver Resource Center (IDRC) Client File - Multiple Offender --- Client that is not treatment appropriate and has been referred to the Alcohol Safety Institute (ASI).						12 Years		Destroy	
1251-0003	Intoxicated Driver Resource Center (IDRC) Client File - Offender Treatment Appropriate --- Client that is treatment appropriate and has been referred to the Alcohol Safety Institute (ASI).		X				12 Years After completion of program		Destroy	

\* P - Public, C - Confidential