

Columbus Public Health Record Retention Schedule

REVISED November, 2012

| Schedule Number | Record Title and Description | Retention Period | Media Type |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| 01-01 | APPLICATION TO REQUEST A BIRTH OR DEATH CERTIFICATE | Retain 3 years electronically after request, then destroy. | Electronic |
| 01-02 | OUTBREAK INVESTIGATION PROJECT (non-essential items). Includes all materials associated with an investigation of a potential outbreak that were used in the compilation of the final report (e.g. including but not limited to restaurant reservation lists, charge card receipts, menus, employee work schedules, rough drafts of reports, data collection forms/questionnaires -does NOT include client clinical records). | 1 year minimum (from the date of issuance of a final report) or until the data have been entered and verified in a computerized database or until no longer of administrative use or legal value | |
| 01-03 | OUTBREAK INVESTIGATION PROJECT (non-essential items)- includes all materials associated with an investigation of a potential outbreak that were used in the compilation of the final report (e.g., including but not limited to restaurant reservation lists, charge card receipts, menus, employee work schedules, rough drafts of reports, data collection forms/questionnaires - does NOT include client clinical records). | 7 years (from the date of issuance of a final report provided no action pending) | |
| 01-04 | OUTBREAK INVESTIGATION PROJECT (essential items)- includes all materials associated with an investigation of a potential outbreak that document the actions taken by CHD and other involved agencies (e.g.. Including but not limited to final report, lab reports, database files and analyses, photographs-does NOT include client clinical records). | 7 years (from the date of issuance of a final report provided no action pending) | |
| 03-01 | CLIENT AND OTHER RECORDS FROM DEFUNCT HEALTH CARE PROVIDERS. Includes medical, administrative, financial, and any other type or form of records from providers who were not operating under the control or ownership of the Columbus Health Department upon their termination as providers. | Retain for 90 days, during which time Columbus Health Department will advertise the availability of the original medical records to the general public. Release of the medical records to the individuals will be made during that time period in accordance with the Columbus Health Department's policies and procedures regarding same. At the end of the 90 day period, all remaining records of any type or form will be destroyed in accordance with the Columbus Health Department's policies and procedures regarding same. | |
| 04-01 | HEALTHY SCHOOLS INSPECTION FORM (inspection form showing condition of school's physical facilities and grounds) | 5 years | Paper |
| 04-02 | SERVSAFE EDUCATION PROGRAM REGISTRATION (Registration documents of those taking department SERVSAFE EDUCATION COURSE) | 3 years | Paper |
| 05-01 | WIC PARTICIPANT RECORDS, Adults and Minors | 4 years after date of last encounter | Paper |
| 12-01 | CORRESPONDENCE, ADMINISTRATIVE - Includes internal correspondence (letters, memos), also correspondence from various individuals, companies, and organizations requesting information pertaining to agency and legal interpretations and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence policy). | Retain 2 years, then destroy. | Paper and/or electronic |
| 12-02 | DIRECTIVES, MANUALS AND HANDBOOKS - Publications produced by an agency detailing operations, regulations, and/or procedures of an agency. | Destroy if superseded and of no historical value to the Ohio Historical Society. | Paper and/or electronic |

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| 12-03 | ELECTRONIC MAIL (E-MAIL) AND VOICE MAIL | Until read or reviewed and of no further administrative, fiscal, or legal value (no RC-3 required). | Paper and/or electronic |
| 12-04 | CERTIFICATION REQUESTS OF ELIGIBILITY LISTS - Includes copies of requests forwarded to the Civil Service Commission and the disposition of each candidate. | Retain one (1) year, then destroy. | Paper and/or electronic |
| 12-05 | EMPLOYEE INSURANCE RECORDS | Retain 5 years, then destroy | Paper and/or electronic |
| 12-06 | GARNISHMENTS | Retain 3 years, then destroy | Paper and/or electronic |
| 12-07 | HEALTH AND SAFETY RECORDS | Destroy when determined to be of no value to the department. | Paper and/or electronic |
| 12-08 | PAYROLL AUTHORIZATION | Retain 3 years, then destroy provided audited and audit report is released. | Paper and/or electronic |
| 12-09 | PAYROLL RECORDS - Covers any payroll record not covered by another general personnel/payroll record schedule. | Retain 3 years after end of fiscal year, then destroy provided audited and audit report is released. | Paper and/or electronic |
| 12-10 | PAYROLL WARRANT JOURNALS - Lists each employee receiving a pay warrant, warrant, number, amount paid and other pertinent payroll information. | Retain 3 years, then destroy provided audited and audit report is released. | Paper and/or electronic |
| 93-1 | ANNUAL REPORTS includes departmental and program annual reports and/or other published periodic reports on departmental activities. Monthly report may be destroyed after year-end report is published. | 6 years | |
| 93-2 | APPOINT BOOKS (PROGRAM) | 3 years | |
| 93-3 | BOARD OF HEALTH MEETING JOURNAL | permanently | |
| 93-4 | CORRESPONDENCE: EXECUTIVE - Correspondence by the Commissioner (or office) and Division, Program Directors dealing with all aspects of the administration of their programs. Correspondence includes information concerning policies, procedures, program, fiscal and personnel matters. | 4 years | |
| 93-5 | CORRESPONDENCE: GENERAL - Includes internal correspondence (letters, memos); correspondence from various individuals, companies and organizations requesting information pertaining to department; correspondence file copies for client information - another copy with original informed consent attached filed in client record. (This correspondence is informative - it does not attempt to influence policy) | 2 years | |
| 93-6 | CORRESPONDENCE ROUTINE - Requests for brochures, maps, and other free publications provided to the public by a Program which are answered by standard form letters. | 1 year | |
| 93-7 | ENDOWMENTS, TRUSTS, REQUESTS Includes all documentation regarding contributions | permanently | |
| 93-8 | FORMS USED (FILE COPY) Include one file (master) copy of form used by Department, Division or Program | 2 years | |
| 93-9 | MANAGEMENT AND OPERATION REPORTS Reports created by Department staff or outside consultants concerning the management or operations of Department of one of the Divisions, Programs | 6 years | |
| 93-10 | MINUTES, NOTICES - OFFICIAL MEETINGS Official minutes, orders, notices resolutions, directives of the Board of Health, Health Commissioner, Advisory Council(s), Public Hearings | 6 years | |

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| 93-11 | MINUTES, NOTICES - STAFF/NON OFFICIAL MEETINGS Minutes, notices, and other supporting records documenting internal policy decision. | 6 years | |
| 93-12 | ORGANIZATION CHARTS | 2 years | |
| 93-13 | POLICIES AND PROCEDURES Includes policies, procedures or directives published by the Department, Division or Program detailing operation, regulations, and/or procedures. | 2 years | |
| 93-14 | SERVICE SUMMARIES Statistical reports of services provided by Department (Program/Division). | 6 years | |
| 93-15 | TELEPHONE CALL MESSAGE BOOK, LOG | 1 year | |
| 93-16 | TELEPHONE (LONG DISTANCE) CALL LOG, RECORDS Documentation (listing forms) of all long distance calls made by Departmental Personnel. | until audited and audit report released. | |
| 93-17 | VISITORS LOG Logs, listings documenting the entry and/or departure of employees or visitors to department program or buildings during and/or after hours. | 3 years | |
| 93-18 | BLUEPRINTS OF BUILDINGS (Administrative) | permanently | |
| 93-19 | EQUIPMENT/SUPPLIES INVENTORY Includes listing, (computer printout) of equipment or supplies available to Department of its Division or Program. | Retain 2 years then destroy, provided audited and audit report is released. | |
| 93-20 | INSPECTIONS OF GROUNDS AND BUILDINGS Includes internal and external inspection reports. | 2 years | |
| 93-21 | LEASE RECORDS OF LANDS OR BUILDINGS | 6 years | |
| 93-22 | MAINTENANCE RECORDS, LOGS Includes maintenance and repairs by Department or other City employees and outside contracts. | 6 years | |
| 93-23 | MOTOR VEHICLE OPERATIONS RECORDS- LOGS Includes service records, mileage log sheets, operation maintenance reports of licensed vehicles, warranty and guarantee statements, operating manual, shop-work orders. | 3 years | |
| 93-24 | TELEPHONE COMMUNICATIONS SERVICE REQUEST- Forms used to request installation or modification of any equipment or service provided by telephone company. | 2 years | |
| 93-25 | WORK ORDERS | 2 years after project complete | |
| 93-26 | ADVERTISING Includes copies or records of classified ads, program ads. | 1 year | |
| 93-27 | AUDIOVISUAL MATERIALS Includes exhibits, movies, slide presentations and video tape productions. | Until information no longer current | |
| 93-28 | LISTS/DIRECTORIES Includes mailing lists, directories, rosters and registers compiled by Department, Division or Program | Until superseded. | |
| 93-29 | NEWSPAPER RELEASES AND NEWS BULLETINS Includes new/press releases and bulletins issued by Department or one of its Divisions or Programs. | Until no longer of administrative value | |
| 93-30 | NEWSLETTERS (INTERNAL) Includes intradepartmental and intra-city newsletters, update reports, etc. | 1 year | |
| 93-31 | PUBLICATIONS, MEDIA PACKETS Printed material produced or published by Department or one of its Divisions or Programs for distribution to public. | 8 years | |
| 93-32 | PUBLICITY PHOTOGRAPHS, PHOTO FILE Includes negative, prints, slides, transparencies and related items. | Until no longer current | |
| 93-33 | SPEECHES, PRESENTATIONS Printed or recorded copies of public speeches given by representative of Department. | Until no longer of administrative value | |
| 93-34 | BIDS, RFI, RFP (Acknowledged) QUOTATIONS Includes written and phone quotations. | 1 year | |

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| 93-35 | BIDS, RFI, RFP, (Accepted) | 3 years | |
| 93-36 | BIDS, RFI, RFP, (Rejected) | 3 years | |
| 93-37 | CATALOGS/PRICE LISTS Includes catalogs, price lists and other vendor literature. | Until Superseded | |
| 93-38 | GENERAL REQUISITION, ENCUMBRANCE Document of Departments intent to purchase goods and/or services; it reserves appropriation funds for future spending until the funds are formally obligated (encumbered). | 3 years | |
| 93-39 | PHONE QUOTES Used to order supplies, forms, etc. | 2 years | |
| 93-40 | PRINTING ORDER Documents, including specifications, related to a printing job to City Printing and to encumber the money needed for the job. | MISSING | |
| 93-41 | PURCHASE ORDER (INITIAL CONTINUATION, CHANGES) An order for goods and services issued by the Division of Purchasing from a specified outside vendor or seller (other than another city agency.) It represents an obligation to pay for goods or services and formally encumbers the funds to do so. | Retain 4 years, then destroy, provided audited and audit report is released. | |
| 93-42 | REQUISITIONS FOR SUPPLIES Used to order supplies, forms, etc. from storeroom | 2 years | |
| 93-43 | REQUISITION FORMS | 2 years | |
| 93-44 | CERTIFICATION OF RECORDS DISPOSAL Documents to certify the destruction of records according to an approved records retention schedule. This may include the documents from the Records Commission and copy of City Bulletin with related permission for destruction. | 6 years | |
| 93-45 | RECORDS CENTER SERVICE RECORDS Form(s) used to deposit, retrieve, and/or return records at the offsite storage center(s). | Deposits, destructions, returns 6 years; retrievals until transaction complete | |
| 93-46 | RECORDS INVENTORY & ANALYSIS WORKSHEETS/DOCUMENTS Used for conducting an inventory of a Divisions Programs record series. Includes vital information to be used in determining the retention period and disposition of a record. | Until superseded. | |
| 93-47 | RECORDS RETENTION SCHEDULE A listing/form used to identify the length of time records must be maintained before final disposition. | Until superseded. | |
| 93-48 | RECORDS DESTRUCTION DOCUMENTATION Includes listing of specific records (with identifying information) which are destroyed. Information to be included is date of destruction; method of destruction; specific records destroyed; who witnessed destruction. | permanently | |
| 93-49 | COURIER AUTHORIZATIONS | 2 years | |
| 93-50 | DELIVERY SLIPS, PACKING LISTS (Delivered/Received) Includes slips and lists showing the name of the vendor, amount, delivered or received, description of article(s), date of delivery and method of delivery. | 2 years | |
| 93-51 | POSTAL RECORDS, REGISTERED MAIL, INSURED MAIL LOGS, AND METERED RECORDS | 6 years | |
| 93-52 | POSTAL REPORTS, STAMP REQUISITIONS | 1 year | |
| 93-53 | ACCOUNT ADJUSTMENT SHEETS | 4 years | |
| 93-54 | ACCOUNT LEDGERS (ANNUAL) | 4 years | |

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| 93-55 | AUDITOR MONTHLY ACCOUNTING REPORT Reports provided by City Auditor relative to the Health Department | 4 years | |
| 93-56 | AUDIT REPORTS (FEDERAL, STATE, CITY) Copies of audit reports issued by the Auditor of City, State, Federal government. | 5 years | |
| 93-57 | AUDIT REPORTS (INTERNAL) Audit reports and work papers created by the Health Departments (or programs) internal audit unit or similar functioning audit. | 2 years | |
| 93-58 | ASSET ACQUISITION FORMS Form used to record the purchase, donation or acquisitions of a fixed asset. | 2 years | |
| 93-59 | ASSET DISPOSITION FORMS- Forms used to record the sale, transfer or disposition of a fixed asset | 2 years | |
| 93-60 | BALANCE SHEETS | 6 years | |
| 93-61 | BUDGETS (AND RELATED MATERIALS) | Retain 2 years after the end of the current budget year, then destroy. | |
| 93-62 | COMPUTER GENERATED REPORTS These are various computer generated reports distributed by OBM, City Auditor to the Health Department and various programs. They may fall into the following classifications: A. Appropriation, B. Capital Project, C. Cash Disbursement, D. Cost Reports, E. Dept. (or Div./Program) Cash Balance, F. Grant G. Payroll, H. Revenue, I. Spending, J. Trail Balance, K. Vendor | 4 years | |
| 93-63 | EXPENDITURE CORRECTION FORMS Forms used to correct improper entries onto the City's Accounting System | 2 years | |
| 93-64 | FIXED ASSET RECORDS | 3 years | |
| 93-65 | FEDERAL AND STATE GRANT FILES All records concerning federal and state grants to Health Department which document the expenditure grant of monies | Until state and federal audits have been conducted, reports released, and resolutions issued or resolved. Review by State Archives for possible transfer. Destroy if no historical value to State Archives. | |
| 93-66 | FINANCIAL STATEMENTS (ANNUAL, OTHER) | Retain 6 years then transfer to State Archives. | |
| 93-67 | JOURNALS, LEDGERS, REGISTERS | 4 years | |
| 93-68 | TRIAL BALANCE | 4 years | |
| 93-69 | ACCOUNTS PAYABLE LEDGER | Retain 4 years, then destroy, provided audited report is released. | |
| 93-70 | BILLS (MISC.) | 4 years | |
| 93-71 | COST REPORTS | 4 years | |
| 93-72 | EXPENSE REPORTS | 4 years | |
| 93-73 | INVOICES Bills for goods shipped or services rendered. They are matched in the purchase orders and receiving reports and attached to vouchers for payment. | Retain 4 years, then destroy, provided audited and audit report is released. | |
| 93-74 | PETTY CASH RECORD | Retain 2 years, then destroy, provided audited and audit report is released. | |
| 93-75 | TRAVEL EXPENSE REPORT Documentation/Receipts used for claiming reimbursement for in-state and out-of- state travel. | Retain 4 years, then destroy, provided audited and audit report is released. | |
| 93-76 | TRAVEL SUMMARY REPORTS Summary report of out-of-state/city travel and related expenses done by personnel. | 4 years | |
| 93-77 | VOUCHERS, PHARMACY VOUCHERS Expenditure documents. Authorized payment to a vendor other than a city agency for goods and/or services received. | 4 years | |

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| 93-78 | ACCOUNTS RECEIVABLE LEDGER | 4 years | |
| 93-79 | CASH RECEIPT RECORDS, BOOKS, JOURNALS (please note: if client accounts, follow AF/CA - CLIENT PAYMENT RECORDS) | Retain 2 years then destroy, provided audited and audit report is released. | |
| 93-80 | CASH REGISTER TAPES, RECORDS | 2 years | |
| 93-81 | COLLECTION NOTICES, UNCOLLECTED ACCOUNTS | 6 years | |
| 93-82 | RECEIVING WARRANTS Form used by city Auditor to record the receipt of monies for deposit into City Treasury. | Retain 4 years, then destroy, provided audited report is released. | |
| 93-83 | BANK DEPOSIT LEDGER (DAILY) | 4 years | |
| 93-84 | BANK DEPOSIT SLIPS | 4 years | |
| 93-85 | BANK STATEMENT Statements reflecting the Departments (Division/Program) financial status with bank | Retain 4 years, then destroy, provided audited report is released. | |
| 93-86 | CANCELLED CHECKS | Retain 4 years, then destroy, provided audited report is released. | |
| 93-87 | CHECK STUBS, REGISTERS | Retain 4 years, then destroy, provided audited report is released. | |
| 93-88 | BRIDGE PROGRAM CARDS, RECEIPTS | 6 years | |
| 93-89 | CASH RECEIPT LOGS | 6 years | |
| 93-90 | CLIENT PAYMENT RECORDS Ledgers, logs | 6 years | |
| 93-91 | EXPLANATION OF MEDICARE BENEFITS (EOMB/OTHER PAYMENT PARTIES) | 6 years | |
| 93-92 | FEE TICKETS, ENCOUNTER FORMS | 6 years | |
| 93-93 | MEDICAID INVOICES | 6 years | |
| 93-94 | MEDICARE INVOICES | 6 years | |
| 93-95 | MEDICARE DENIALS | 6 years | |
| 93-96 | PAYMENT VOUCHERS Includes payment vouchers for Medicare, Medicaid and Title XX and other payment sources. | 6 years | |
| 93-97 | PHARMACY BILLS | 25 years if original, 6 years if not | |
| 93-98 | PHARMACY PRESCRIPTION VOUCHERS | 6 years | |
| 93-99 | PRIVATE INSURANCE INVOICES Includes invoices and attached documentation for private insurance clients. | 6 years | |
| 93-100 | PRIVATE PAY INVOICES Includes invoices and attached documentation for self (private) paying clients. | 6 years | |
| 93-101 | TITLE XX INVOICES, ROSTER Includes invoice, roster and attached documentation for Title XX clients. | 6 years | |
| 93-102 | TITLE XX PACKETS | 6 years | |
| 93-103 | ATTENDANCE RECORDS Includes all records which document or are the basis for a payroll including time reports, activity sheets, time cards, overtime, compensation time, flextime authorization and leave/vacation requests. | Retain 3 years, then destroy, provided audited and audit report is released. | |
| 93-104 | PAY RATE SCHEDULE | 3 years | |
| 93-105 | PAYROLL DEDUCTION AUTHORIZATIONS All forms used to authorize deductions for charitable organizations/causes, credit unions, U.S. savings bonds or direct deposit. | Retain 3 years, then destroy, provided audited and audit report is released. | |
| 93-106 | PAYROLL DISBURSEMENT REPORT computer report listing all Health Department (or programs) employees by Division/Program, employee name, social security number and other pertinent payroll information. | Retain 3 years, then destroy, provided audited and audit report is released. | |
| 93-107 | PAYROLL CANCELLATION/CHANGE FORM Used to cancel/change payroll status | 4 years | |

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| 93-108 | PAYROLL REGISTER, JOURNAL Lists each employee receiving pay, check number, amount paid and other pertinent payroll information. | Retain 3 years, then destroy, provided audited and audit report is released. | |
| 93-109 | ATTORNEY OPINIONS Formal opinions, contract opinions and informal opinions issued to Department (Divisions or Programs) by government or private attorney with all pertinent materials attached there to. | Until no longer of administrative or legal value | |
| 93-110 | CLAIMS AND LITIGATION RECORDS Includes but not limited to claims related to affirmative action, grievances, breach of contract, malpractice, negligence. | 5 years | |
| 93-111 | CONTRACT ENCUMBRANCE | Retain 3 years after expiration of the contract, then destroy, provided audited and audit report is released. | |
| 93-112 | CONTRACT PROCUREMENT | 3 years | |
| 93-113 | CONTRACTS PERSONAL SERVICE Forms/documentation by a person/organization to enter into contract with a division/program to request payment for services rendered or to amend contract. May include attendance forms, correspondence, etc. | 4 years | |
| 93-114 | LEGISLATION, RECEIVED Copies of city, state and federal legislation of interest to Department (Divisions or Programs). | 2 years | |
| 93-115 | LEGISLATION, SUBMITTED Copies of City legislation submitted to council by the Health Department. | 2 years | |
| 93-116 | UNION AGREEMENT AND RELATED DOCUMENTS | 30 years | |
| 93-117 | ACCIDENT REPORTS, EMPLOYEES AND STAFF | 6 years | |
| 93-118 | CALIBRATION RECORDS | 6 years | |
| 93-119 | CLIENT, CUSTOMER (SATISFACTION/COMPLAINT FORMS) | 1 year | |
| 93-120 | COMPLAINT TO VENDOR Used to refer complaints concerning vendors unsatisfactory products, services and performances. | 3 years | |
| 93-121 | INCIDENT REPORTS, CLIENTS AND VISITORS | 6 years | |
| 93-122 | INSPECTION RECORDS Includes equipment operating instructions, inspection and maintenance records such as elevators, refrigeration logs, blood inspection records. | Equipment life plus 6 years | |
| 93-123 | QUALITY ASSURANCE, RISK MANAGEMENT COMMITTEE OR SUMMARY REPORTS | 6 years | |
| 93-124 | AFFIRMATIVE ACTION PLAN (EEO) | While current | |
| 93-125 | APPLICATIONS, HIRED | 1 year | |
| 93-126 | APPLICATION, REJECTED | 1 year | |
| 93-127 | CONTINUING/IN-SERVICE EDUCATION RECORDS Includes complete files of various education programs offered with course description, and outline attendance materials and evaluations. | 3 years | |
| 93-128 | EDUCATION RECORDS (INDIVIDUAL) May include copy of course completion certificate, attendance record. | Retain personnel file, transfer to Departments Personnel Department when terminated. | |
| 93-129 | EQUAL EMPLOYMENT OPPORTUNITY FORMS (EEO-1/EEO-2) | 3 years | |
| 93-130 | INSURANCE REGISTER Monthly Listing | 1 year | |
| 93-131 | JOB ANNOUNCEMENTS, POSTINGS | While current | |
| 93-132 | JOB DESCRIPTIONS Includes copies of descriptions for Department (Division/Program) use. | Until superseded. | |

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| 93-133 | PERSONNEL FILES (HUMAN RESOURCE DIVISION) | total record 2 years after employee terminates, then purged record permanently. | |
| 93-134 | TRAINING MANUALS Manuals for internal personnel training. | Until no longer of administrative value | |
| 93-135 | TRAVEL REQUEST Includes all forms and related documents for travel and outside city limits. | 4 years if approved; 6 months if not approved | |
| 93-136 | VOLUNTEER SERVICE RECORDS May include application, references, time Sheets of Health Department volunteers. | 2 years | |
| 93-137 | CLIENT INDEX FILE | permanently | |
| 93-138 | CLIENT RECORDS Includes reports as submitted by employee, supervisor, coworkers, health/social care provider, etc. | 6 years | |
| 93-139 | ACCIDENT REPORTS, EMPLOYEES AND STAFF | 6 years | |
| 93-140 | AUDIOMETRIC TEST REPORTS | 3 years | |
| 93-141 | BODY AND BODY FLUID EXPOSURE FOLLOW-UP FORMS | 30 years after employee terminates | |
| 93-142 | EMERGENCY ACTION PLANS Includes plans for vacating office/work building and fire protection programs. | Until superseded. | |
| 93-143 | EMPLOYEE EXPOSURE RECORDS | 30 years after employee terminates | |
| 93-144 | EMPLOYEE MEDICAL COMPLAINTS | 6 years | |
| 93-145 | ENVIRONMENTAL MONITORING RECORD Includes environmental testing methodology description, reports and worksheets | 5 years | |
| 93-146 | FIRE EXTINGUISHER RECORDS | 2 years | |
| 93-147 | HAZARDOUS EXPOSURE RECORDS Includes hazard communication records, exposure records, substance identity records, and toxic substance exposure records. | 30 years after employee terminates | |
| 93-148 | HEALTH AND SAFETY BULLETINS | 6 years | |
| 93-149 | HEALTH INSURANCE CLAIMS | While current | |
| 93-150 | LOG, ACCIDENT/INJURY (OSHA #200) | 6 years | |
| 93-151 | MEDICAL RECORDS, OCCUPATIONAL HEALTH SERVICE | 30 years after employee terminates | |
| 93-152 | NOISE EXPOSURE MEASUREMENT | 2 years | |
| 93-153 | ON-SITE FIRST AID TREATMENT RECORDS For minor scratches, cuts, sprains | 1 year | |
| 93-154 | SUPPLEMENTARY RECORDS (OSHA 101) | 6 years | |
| 93-155 | X-RAY FILM (PERSONNEL) | 30 years after employee terminates | |
| 93-156 | BLUEPRINTS, DRAWINGS, PLANS, SKETCHES (ENVIRONMENTAL INVESTIGATION) | 5 years | |
| 93-157 | ENVIRONMENTAL PHASE I/Phase II; PHASE I- includes historical data for a site, PHASE II - includes environmental site audit which evaluates the present activities at a location relative to potential health risk, & is reevaluated with any location changes | Phase I - Permanently; Phase II- Valid until superseded or replaced | |
| 93-158 | HAZARDOUS MATERIALS EMERGENCY RESPONSE FORM Includes the continuation form where needed. | 30 years after employee terminates | |
| 93-159 | HAZARDOUS MATERIALS SERVICE REQUEST Includes the continuation form where needed. | 3 years | |
| 93-160 | HAZARDOUS MATERIALS SERVICE REQUEST LOG | 3 years | |
| 93-161 | APPLICATION FOR FOOD SERVICE OR VENDING MACHINE OPERATIONS LICENSE May include receipt (copy of stub) issued for fee. | 6 months | |
| 93-162 | CERTIFICATION OF FOOD SERVICE OR VENDING MACHINE OPERATION TRANSMITTAL LETTER Includes listing of certified operations | 6 months after audited results published | |

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| 93-164 | FOOD SERVICE OR ESTABLISHMENT OPERATION INSPECTION FORM Includes investigation reports and summary of problem exists. | 5 years | |
| 93-165 | FOOD SERVICE OR ESTABLISHMENT OPERATION SUMMARY RECORD, CARD | 5 years | |
| 93-166 | FOOD SERVICE OPERATION SURVEY REPORT | 5 years | |
| 93-184 | ANIMAL BITE REPORTS | 3 years | |
| 93-185 | CERTIFICATION OF ANIMAL IMMUNIZATION | 1 year after immunization expiration date | |
| 93-186 | DAILY COMPLAINT LOG | 2 years | |
| 93-187 | NOTICE TO OWNER OR PERSON BITTEN | while case is open | |
| 93-188 | NUISANCE INVESTIGATION RECORD SUMMARY (BY LOCATION) | 5 years | |
| 93-189 | NUISANCE INVESTIGATION REPORT | 5 years | |
| 93-193 | APPLICATION FOR LICENSE TO OPERATE HOUSE TRAILER PARK (May include receipt (copy of stub) issued. | 6 months | |
| 93-194 | HOUSE TRAILER PARK INSPECTION FORM | 5 years | |
| 93-195 | HOUSE TRAILER PARK INSPECTION RECORD, SUMMARY CARD | 5 years | |
| 93-197 | APPLICATION TO OPERATE A BARBER SHOP | 6 months | |
| 93-205 | APPLICATION FOR SEWAGE DISPOSAL PERMIT (May include receipt (copy of stub) issued. | 6 months | |
| 93-206 | PERCOLATION TEST RECORD | 6 months | |
| 93-207 | SEWAGE DISPOSAL INSPECTION RECORD/SUMMARY CARD | 5 years | |
| 93-208 | PERMIT RECORD FOR BATHING PLACES | 5 years | |
| 93-209 | SWIMMING POOL DATA SHEET | 5 years | |
| 93-210 | SWIMMING POOL INSPECTIONS FORMS | 5 years | |
| 93-211 | SWIMMING POOL OPERATION REPORT | 1 year | |
| 93-212 | SWIMMING POOL SANITATION RECORD/SUMMARY CARD | 5 years | |
| 93-213 | APPLICATION FOR LICENSE TO DRILL WELL OR INSTALL PUMP May include receipt (copy of stub) issued. | 6 months | |
| 93-214 | APPLICATION FOR REGISTRATION TO DRILL WELL OR INSTALL PUMP May include receipt (copy of stub) issued. | 6 months | |
| 93-215 | DRILLERS AND INSTALLERS PERMIT STUB | 6 months | |
| 93-216 | EXISTING WATER SUPPLY INSPECTION FORM | 5 years | |
| 93-217 | REQUEST FOR WATER SAMPLE | until requestor notified of result | |
| 93-218 | WATER SUPPLY RECORD/SUMMARY CARD | 5 years | |
| 93-219 | WELL LOG | 10 years | |
| 93-220 | APPOINTMENT BOOKS/LOGS Includes program log or list of referrals to Division/Program | 3 years | |
| 93-221 | CASE REPORTS Includes AIDS Case Report, Selected Class A Reportable Disease Log | 5 years | |
| 93-222 | CLIENT CLINICAL RECORDS (PHOTOGRAPHS, AUDIO/VISUALS OF CLIENT FOR CLINICAL CARE) Includes client records for Alcoholism and Drug Abuse Program, PIP Clients, Ambulatory Care Division, Neighborhood Health Centers, MCH Well Child, PKU Home Visit, Prenatal Clients, Dental/Dental Sealant Program, Nursing Division, Hospice of Columbus, Communicable Disease Investigation, TB/TB Screening Cards, EAP records, childhood lead poisoning program, and Sexual Health. | adults: 6 years, minors: 2 years plus age of majority (or 20 years) since last service date | |

Columbus Public Health Record Retention Schedule

REVISED November, 2012

| Schedule Number | Record Title and Description | Retention Period | Media Type |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|------------|
| 93-223 | CLIENT CLINICAL RECORDS (SYPHILIS AND HIV STD RECORDS) includes positive syphilis and HIV STD records (paper) | permanently | |
| 93-224 | CLIENT/PATIENT INDEX | permanently | |
| 93-225 | DISEASE/DIAGNOSIS INDEX | 10 years | |
| 93-226 | FLU/VACCINE/IMMUNIZATION RECORDS AND CONSENTS Includes Important Information records and records of clients receiving only flu shots, etc. and not admitted to program. | Adults: 10 years, minors: permanently | |
| 93-227 | HIV COUNSELING AND TESTING REPORT FORMS | positive report 6 years; negative 1 month | |
| 93-228 | NOT-ADMIT LOG/REFERRAL FORMS Includes documentation of clients referred to service but who did not actually receive service | 1 year | |
| 93-229 | REGISTRY INFORMATION Includes TB Control Registry Finders cards | permanently | |
| 93-230 | X-RAY (CLIENTS) | adults: 6 years minors: 2 years plus age of majority (or 20 years) since last date of service | |
| 93-231 | BIOHAZARDOUS WASTE DESTRUCTION MANIFEST | 6 years | |
| 93-232 | LAB QUALITY ASSURANCE LOG | 6 years | |
| 93-233 | LAB SLIPS/SCREENER CARDS Includes non-clinic Chlamydia Gonorrhea, STD Class A Diseases | 6 years | |
| 93-234 | RAW MILK ANALYSIS REPORTS | 6 years | |
| 93-235 | TEST LOGS Includes TB, non-clinic Chlamydia Gonorrhea, STD, HIV/Western Blot | 6 years | |
| 93-236 | TEST RESULTS COMPUTER REPORTS Includes Chlamydia, Herpes Antigen, HIV | 6 years | |
| 93-237 | ADP PRODUCT REPORTS | 4 years | |
| 93-238 | FOOD ISSUANCE RECORDS | 4 years | |
| 93-239 | PARTICIPANT RECORDS | 4 years | |
| 93-240 | BIRTH INDEX CARDS Includes information stored on cards, microfilm, computer, other material | permanently | |
| 93-241 | BIRTH CERTIFICATES Includes information stored on cards, microfilm, computer, other material | permanently | |
| 93-242 | BURIAL TRANSMIT PERMIT STUBS | 5 years | |
| 93-243 | DEATH INDEX CARDS Includes information stored on cards, microfilm, computer, other material | permanently | |
| 93-244 | DEATH CERTIFICATES Includes information stored on cards, microfilm, computer, other material | permanently | |
| 93-245 | Application for Tattoo Establishment | 6 months | |
| 93-246 | Complaints against Tattoo Establishment | 5 years | |
| 93-247 | Inspection of Tattoo Establishment | 5 years | |
| 93-248 | Lead Risk Assessment Records | 2 years plus age of majority | |
| 93-249 | ENVIRONMENTAL HEALTH LEGAL ISSUES PROGRAM LITIGATION- Includes: civil cases (property), criminal cases (property), civil cases (MHPs), criminal cases (MHPs), civil cases (food), criminal cases (food), board hearings (property), board hearings (food), misc. files | Retain 7 years then destroy providing litigation relating to the matter is closed | |
| 93-250 | Profiles of Tattoo Establishment | 5 years | |
| 93-251 | School Inspection: Columbus Public Schools, Charter Schools, Parochial Schools, Private Schools, Worthington Schools | 5 years | |



City of Columbus
Columbus Records Commission
90 W. Broad Street
Columbus, Ohio 43215

OHIO HISTORICAL SOCIETY

SEP 16 2012

Section E: Records Retention Schedule

Columbus Public Health
(local government entity)

Records Management
(unit)

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Columbus Public Health
(local government entity)

Records Management
(unit)

Shelly Mitchell
(signature of responsible official)

Shelly Mitchell

(name)

Health Information Manager

(title)

08/01/2012

(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: MLGoins-Ransom@columbus.gov

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.

Michael B. Coleman
(signature of Records Commission Chair)

Records Commission Chair Signature

9-24-12

Date

Section C: Ohio Historical Society - State Archives

Fred Frensch
Signature

State Archivist
Title

10/15/12
Date

Section D: Auditor of State

Martin E. Mah
Signature

10-26-12

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**