

**Coshocton County Board of Health
Resolution 2010-17**

A Resolution of the Coshocton County Board of Health establishing a "Records Retention and Disposition Schedule."

Whereas, to properly, efficiently, and expeditiously conduct the business of the Coshocton County General Health District to best serve the residents there is an immediate need for the establishment of a "Records Retention and Disposition Schedule" ORC-121.211 "Records in the custody of each agency shall be retained for time periods in accordance with law establishing specific retention periods, and in accordance with retention period or disposition instruction established by the state records administration."

NOW, THEREFORE BE IT RESOLVED THAT, this board approves the attached "Records Retention and Disposition Schedule."

An emergency is hereby declared to exist. Therefore, this resolution will go into full force and effect immediately.

Adopted by the Coshocton County Board of Health this 16th day of March, 2010, an emergency is hereby declared to exist and this resolution will go into full force and effect immediately.

Those approving were:

Mel Cantrell
Mel Cantrell, Board President

3-16-10
Date

Matthew F. Hinds
Matthew F. Hinds, Vice Chair

3/16/10
Date

Cathy Darr
Cathy Darr

3/16/10
Date

Scott Limburg
Scott Limburg

3/16/10
Date

Clayton Gibson M.D.
Clayton Gibson M.D.

3/16/10
Date

Record Retention Schedule for the Coshocton County Health Department

District Health				
Schedule Number	Description of Records	Media Type	Retention Period	Method of Disposal
DH-001	Accident Reports/Files			
DH-002	Bodily Injury to Non-employee	Paper/Electronic	Six years provided no action pending	Shred/Recycle
DH-003	Employee Injury Reports	Paper/Electronic	Place in personnel file	Shred/Recycle
DH-004	Damage to County Vehicle	Paper/Electronic	Six years provided no action pending	Shred/Recycle
DH-005	Agendas	Paper/Electronic	Two years	Shred/Recycle
DH-006	Agreements and Contracts	Paper/Electronic	Fifteen years	Shred/Recycle
DH-007	Application for State Subsidy	Paper/Electronic	Three years	Shred/Recycle
DH-008	Automatic Data Processing and Electronic Data Processing Media	Electronic	Erase when no longer of administrative value. Separately schedule any ADP or EDP media, which is to be maintained as a file or record series.	Shred/Recycle
DH-011	Bids (Successful)	Paper/Electronic	Three fiscal years after expiration of contract	Shred/Recycle
DH-012	Bids (Unsuccessful)	Paper/Electronic	Two years after letting of contract	Shred/Recycle
DH-013	Blank Forms	Paper/Electronic	Until obsolete or superseded	Shred/Recycle
DH-014	Bulletins, Posters, and Notices to Employees	Paper/Electronic	Until no longer administratively necessary	Shred/Recycle
DH-015	Claims and Litigation Records	Paper/Electronic	Five years after case is closed and appeals exhausted	Shred/Recycle
DH-016	Contracts	Paper/Electronic	Fifteen years after expiration	Shred/Recycle
DH-017	Correspondence	Paper/Electronic		Shred/Recycle
DH-018	Routine Form Letters	Paper/Electronic	One year	Shred/Recycle
DH-019	General	Paper/Electronic	Two years	Shred/Recycle
DH-020	Executive	Paper/Electronic	Five years	Shred/Recycle
DH-021	Daily Activity Reports	Paper/Electronic	Two years	Shred/Recycle
DH-022	Daily complaint logs	Paper/Electronic	Two years	Shred/Recycle
DH-023	Delivery Slips/Packing Slips	Paper/Electronic	Two years	Shred/Recycle
DH-024	Desk/Appointment Calendar	Paper/Electronic	Two years	Shred/Recycle
DH-025	Disaster Plans	Paper/Electronic	Three months after end of calendar year	Shred/Recycle
DH-026	Telephone Calls/Audio Recordings	Electronic	Until updated or superseded	Shred/Recycle
DH-027	Drafts	Paper/Electronic	Thirty days, erase and reuse provided no action pending	Shred/Recycle
DH-028	Electronic Mail (e-mail)	Paper/Electronic	Until no longer administratively necessary	Shred/Recycle
DH-029	Equipment Inventories	Paper/Electronic	Retain according to content	Shred/Recycle
DH-030	Equipment Leases	Paper/Electronic	Three years	Shred/Recycle
DH-031	Fax - Lots	Paper/Electronic	Two years after expiration	Shred/Recycle
			One year	Shred/Recycle

**Record Retention Schedule for the Coshocton County Health Department
District Health**

Schedule Number	Description of Records	Media Type	Retention Period	Method of Disposal
DH-032	Fax - Messages	Paper/Electronic	Treat as correspondence	Shred/Recycle
DH-033	Federal Grant Files, Supporting Financial Records and Documents	Paper/Electronic	Five years provided all State or Federal audits have been conducted, the audit reports released and all litigation, claims, or audit findings have been resolved.	Shred/Recycle
DH-036	Hearing			Shred/Recycle
DH-037	Audio and Video Recordings	Electronic	One year	Shred/Recycle
DH-038	Report of Proceedings	Paper/Electronic	Permanent	Shred/Recycle
DH-039	Transcripts	Paper/Electronic	Five years	Shred/Recycle
DH-040	Insurance Policies	Paper/Electronic	Five years provided all claims are settled	Shred/Recycle
DH-041	Legal Opinions	Paper/Electronic	Until superseded	Shred/Recycle
DH-042	Mail - Unsolicited	Paper/Electronic	Until no longer administratively necessary	Shred/Recycle
DH-043	Mailing Lists	Paper/Electronic	Until updated, superseded, or obsolete	Shred/Recycle
DH-044	Management and Operations Reports	Paper/Electronic		Shred/Recycle
DH-045	Monthly/Quarterly/Semiannual	Paper/Electronic	Until incorporated in an annual report	Shred/Recycle
DH-046	Annual	Paper/Electronic	Permanent	Shred/Recycle
DH-047	Consultant	Paper/Electronic	Five Years	Shred/Recycle
DH-048	Manuals, Handbooks	Paper/Electronic	Until superseded, obsolete, or replaced. -	Shred/Recycle
DH-049			Retain file copy for five years	Shred/Recycle
DH-050	Material Safety Data Sheets	Paper/Electronic	Until superseded	Shred/Recycle
DH-051	Meeting Notices	Paper/Electronic	One year	Shred/Recycle
DH-052	Memoranda	Paper/Electronic	Treat as correspondence	Shred/Recycle
DH-053	Minutes of the Board of Health	Paper/Electronic	Permanent	Shred/Recycle
DH-054	Official Copy	Paper/Electronic	Permanent	Shred/Recycle
DH-055	Audio and Video Recordings	Paper/Electronic	One year provided transcribed	Shred/Recycle
DH-056	Drafts/Notes	Paper/Electronic	Until official are approved	Shred/Recycle
DH-057	Minutes of the District Advisory Council	Paper/Electronic	Permanent	Shred/Recycle
DH-058	Performance Bonds	Paper/Electronic	Three years after expiration	Shred/Recycle
DH-059	Press/News Releases	Paper/Electronic	Three years	Shred/Recycle
DH-060	Professional Association Records	Paper/Electronic	Destroy when no longer of administrative value	Shred/Recycle
DH-061	Publications (created by the local government)	Paper/Electronic	Until superseded or obsolete. Retain one copy permanently	Shred/Recycle
DH-062	Public Records Requests	Paper/Electronic	Two years	Shred/Recycle
DH-063	Reference/Library Materials	Paper/Electronic	Until superseded, obsolete or replaced	Shred/Recycle

Record Retention Schedule for the Coshocton County Health Department

District Health		Media Type	Retention Period	Method of Disposal
Schedule Number	Description of Records	Media Type	Retention Period	Method of Disposal
DH-064	Resolutions/Regulations/Directives /Policies/Rules or Procedures	Paper/Electronic	Until superceded then retain one copy until audited	Shred/Recycle
DH-065	Scripbooks/Yearbooks	Paper	Permanent	
DH-066	Shippers' Approval Forms	Paper/Electronic	Two years	Shred/Recycle
DH-067	Speeches/Presentations	Paper/Electronic	Three Years	Shred/Recycle
DH-068	Surveillance Tapes/Videos	Paper/Electronic	Thirty days then reuse provided no action pending	Shred/Recycle
DH-069	Table of Organization/Organizational Charts	Paper/Electronic	Until superceded	Shred/Recycle
DH-070	Telephone Messages	Paper/Electronic	Until no longer of administrative use	Shred/Recycle
DH-071	Training Material/Lesson Plans	Paper/Electronic	Until superceded	Shred/Recycle
DH-072	Vehicle Maintenance Records	Paper/Electronic	Until vehicle sold	Shred/Recycle
DH-073	Vehicle Mileage Records	Paper/Electronic	Until vehicle sold	Shred/Recycle
DH-074	Visitors' Log or Sign-In Sheets	Paper/Electronic	One year	Shred/Recycle
DH-075	Voice Mail	Electronic	Until no longer administratively necessary	Shred/Recycle

Record Retention Schedule for the Coshocton County Health Department

Vital Statistics

Schedule Number	Description of Records	Media Type	Retention Period	Method of Disposal
VS-001	Affidavits (Birth)	Paper/Electronic	Permanent	
VS-002	Affidavits (Death)	Paper/Electronic	Permanent	
VS-003	Applications for Birth Certificates	Paper/Electronic	Two Years	Shred/Recycle
VS-004	Applications for Death Certificates	Paper/Electronic	Two Years	Shred/Recycle
VS-005	Birth Certificates	Paper/Electronic	Permanent	
VS-006	Burial/Transit Permits	Paper/Electronic	Five years	Shred/Recycle
VS-007	Burial/Transit Permit Log	Paper/Electronic	Five years	Shred/Recycle
VS-008	Certificates of Service	Paper/Electronic	Permanent	
VS-009	Death Certificates	Paper/Electronic	Permanent	
VS-010	Home Birth Work Sheets	Paper/Electronic	Two Years	Shred/Recycle
VS-011	Shipping Labels	Paper/Electronic	Two Years	Shred/Recycle
VS-012	Remittance Records for Child Abuse and Family Violence Prevention Fees	Paper/Electronic	Ten Years	Shred/Recycle
VS-013	Remittance Records for Modernization and Automation Fees	Paper/Electronic	Ten Years	Shred/Recycle
VS-014	Remittance Records for Burial Permits	Paper/Electronic	Ten Years	Shred/Recycle
VS-015	Requests for Certified Copies	Paper/Electronic	2 years beyond an audit	Shred/Recycle
VS-016	Requests for VA Copies	Paper/Electronic	Two Years	Shred/Recycle
VS-017	Security Paper Log	Paper/Electronic	Permanent	
VS-018	Shippers' Approval Forms	Paper/Electronic	Two years	Shred/Recycle
VS-019	Stillbirth Certificates	Paper/Electronic	Permanent	
VS-020	Vital Statistics Index	Paper/Electronic	Permanent	
VS-021	Vital Statistics Reports	Paper/Electronic	Five years after date of filing	Shred/Recycle

Record Retention Schedule for the Coshocton County Health Department

Schedule Number	Description of Records	Media Type	Retention Period	Method of Disposal
FIS-001	Annual Budgets	Paper/Electronic	Eight years beyond an audit	Shred/Recycle
FIS-002	Accounts Receivable Ledger and Documents	Paper/Electronic	Eight years beyond an audit	Shred/Recycle
FIS-003	Audit Reports	Paper/Electronic	Eight years beyond an audit	Shred/Recycle
FIS-004	Auditor Statements	Paper/Electronic	Eight years beyond an audit	Shred/Recycle
FIS-005	Budget Preparation Documents (Working Papers)	Paper/Electronic	Eight years beyond an audit	Shred/Recycle
FIS-006	Cash Journals	Paper/Electronic	Eight years beyond an audit	Shred/Recycle
FIS-007	Cash Receipts	Paper/Electronic	Eight years beyond an audit	Shred/Recycle
FIS-008	Expense Records	Paper/Electronic	Eight years beyond an audit	Shred/Recycle
FIS-009	Invoices (Paid)	Paper/Electronic	Eight years beyond an audit	Shred/Recycle
FIS-010	Grant Records	Paper/Electronic	Eight years beyond an audit	Shred/Recycle
FIS-011	Purchase Orders	Paper/Electronic	Eight years beyond an audit	Shred/Recycle
FIS-012	Pay-In Records	Paper/Electronic	Eight years beyond an audit	Shred/Recycle
FIS-013	Receipts	Paper/Electronic	Eight years beyond an audit	Shred/Recycle
FIS-014	Requisitions	Paper/Electronic	Eight years beyond an audit	Shred/Recycle
FIS-015	Travel Expense Reports	Paper/Electronic	Eight years beyond an audit	Shred/Recycle
FIS-016	Vouchers	Paper/Electronic	Eight years beyond an audit	Shred/Recycle

Record Retention Schedule for the Coshocton County Health Department

Personnel		Media Type	Retention Period	Method of Disposal
Schedule Number	Description of Records	Media Type	Retention Period	Method of Disposal
PER-001	Applications for Employment	Paper/Electronic	One year	Shred/Recycle
PER-002	Attendance Reports & Records	Paper/Electronic	Three years	Shred/Recycle
PER-003	Badges and ID's	Paper/Electronic	Turn in upon termination of employment	Shred/Recycle
PER-004	CEU Certifications/Class/Seminars/Training Attendance Records	Paper/Electronic	Place in personnel file	Shred/Recycle
PER-005	Job Descriptions	Paper/Electronic	Until superseded or classification abolished	Shred/Recycle
PER-006	Leave Requests	Paper/Electronic	Five years	Shred/Recycle
PER-007	Payroll Deductions	Paper/Electronic	Three years	Shred/Recycle
PER-008	Timesheets	Paper/Electronic	Eight years beyond an audit	Shred/Recycle
PER-009	Payroll Records	Paper/Electronic	Eight years beyond an audit	Shred/Recycle
PER-010	Personnel Files	Paper/Electronic	Permanent - two years after employee terminates purge extraneous records. Retain retirement waivers, service records and leave balances.	Shred/Recycle
PER-013	Time Cards, Time Sheets, Payroll Sign In Sheets	Paper/Electronic	Eight years beyond an audit	Shred/Recycle
PER-014	Training Files	Paper/Electronic	Six years after termination of employee	Shred/Recycle
PER-015	Training Materials	Paper/Electronic	Until information is superseded, obsolete, or replaced. Appraise for historical value	Shred/Recycle
PER-017	Work Schedules	Paper/Electronic	One year after schedule changed	Shred/Recycle

Record Retention Schedule for the Coshocton County Health Department

Environmental		Media Type	Retention Period	Method of Disposal
Schedule Number	Description of Records	Media Type	Retention Period	Method of Disposal
ENV-001	Air Pollution Records	Paper/Electronic	Five years	Shred/Recycle
ENV-002	Air Quality Reports	Paper/Electronic	Permanent	Shred/Recycle
ENV-003	Analyses of Pasteurized Milk and Milk Products	Paper/Electronic	Five years	Shred/Recycle
ENV-004	Animal Bite Reports	Paper/Electronic	Three years	Shred/Recycle
ENV-005	Applications for Licenses and Permits (All Types)	Paper/Electronic	Two years	Shred/Recycle
ENV-006	Bathing Area Operation Records	Paper/Electronic	One year	Shred/Recycle
ENV-007	Blueprints	Paper/Electronic	Five years - Appraise for historical value	Shred/Recycle
ENV-008	Calibration Records	Paper/Electronic	Five years	Shred/Recycle
ENV-009	Camp-Park Sanitation Records	Paper/Electronic	Five years after camp/park ceases operation	Shred/Recycle
ENV-010	Certifications of Animal Immunization	Paper/Electronic	One year after expiration of immunization	Shred/Recycle
ENV-011	Certifications - All types	Paper/Electronic	Two years	Shred/Recycle
ENV-012	Check sheets for HTST-Pasteurizer Test	Paper/Electronic	Five years after plant ceases operation	Shred/Recycle
ENV-013	Cost studies/reports	Paper/Electronic	Three years	Shred/Recycle
ENV-014	Daily Activity Reports	Paper/Electronic	Two years	Shred/Recycle
ENV-015	Daily Report Forms - Sanitation	Paper/Electronic	Five years	Shred/Recycle
ENV-016	Demolition Site License Records	Paper/Electronic	Permanent	Shred/Recycle
ENV-017	Drawings, Tracings, Mylars	Paper/Electronic	Until updated, superseded, or obsolete. - Appraise for historical value	Shred/Recycle
ENV-019	Epidemiological Case Records	Paper/Electronic	Five years after case is closed	Shred/Recycle
ENV-020	Food Operation Reports	Paper/Electronic	Until superseded or obsolete	Shred/Recycle
ENV-021	Food Service Records	Paper/Electronic	Five years after permit holder ceases operation	Shred/Recycle
ENV-022	Home Sewage Installers File	Paper/Electronic	Five years	Shred/Recycle
ENV-023	Inspection Records - All Types	Paper/Electronic	Five years	Shred/Recycle
ENV-024	Master Plumber Records	Paper/Electronic	Five years	Shred/Recycle
ENV-025	Mastitis Testing of Herd Records	Paper/Electronic	Two years	Shred/Recycle
ENV-026	Pasteurization Plant Equipment Test Records	Paper/Electronic	Five years	Shred/Recycle
ENV-027	Percolation Test Records	Paper/Electronic	Five years after water supply ceases to function	Shred/Recycle
ENV-028	Permanent Records for Bathing Places	Paper/Electronic	Five years after bathing place ceases operation	Shred/Recycle
ENV-029	Photo File	Paper/Electronic	Until information is no longer current. Appraise for historical value	Shred/Recycle
ENV-031	Plats and Maps	Paper/Electronic	Permanent	Shred/Recycle

Record Retention Schedule for the Coshocton County Health Department

Environmental

Schedule Number	Description of Records	Media Type	Retention Period	Method of Disposal
ENV-032	Plumbing Daily Release Records	Paper/Electronic	One year	Shred/Recycle
ENV-033	Radiation Sources	Paper/Electronic	Three years	Shred/Recycle
ENV-034	Registration of Radiation Sources	Paper/Electronic	Three years	Shred/Recycle
ENV-035	Reports of Animals Killed or Condemned	Paper/Electronic	Five years	Shred/Recycle
ENV-036	Sanitarian Evaluation Reports - Nursing Home	Paper/Electronic	Three years	Shred/Recycle
ENV-037	Sanitation Orders	Paper/Electronic	Three years	Shred/Recycle
ENV-038	Sewage Disposal System Applications	Paper/Electronic	One year after date of final approval	Shred/Recycle
ENV-039	Solid Waste Daily Log Form	Paper/Electronic	Five years	Shred/Recycle
ENV-040	Solid Waste Site Hazardous Waste Records	Paper/Electronic	Permanent	Shred/Recycle
ENV-041	Solid Waste Site Inspections	Paper/Electronic	Permanent	Shred/Recycle
ENV-042	Solid Waste Site Records	Paper/Electronic	Five years after site ceases operation	Shred/Recycle
ENV-043	Swimming Pool Operation Reports	Paper/Electronic	Five years after pool ceases operation	Shred/Recycle
ENV-044	Swimming Pool Sanitation Records	Paper/Electronic	Five years after pool ceases operation	Shred/Recycle
ENV-045	Treated Sanitary Flow Agreements	Paper/Electronic	Three years	Shred/Recycle
ENV-046	Tuberculin Testing of Herds	Paper/Electronic	Current year and one year past	Shred/Recycle
ENV-047	Veterinary Facility Files	Paper/Electronic	Permanent	Shred/Recycle
ENV-048	Water Bacteriological Examinations	Paper/Electronic	Two years after date of test, provided test is negative. If positive one year after problem is solved or well closed	Shred/Recycle
ENV-050	Water Supply Records	Paper/Electronic	Five years after well is closed	Shred/Recycle
ENV-051	Well Logs	Paper/Electronic	Ten years	Shred/Recycle
ENV-052	Correspondances (letters, notices)	Paper/Electronic	seven years, then dispose provided no litigation	Shred/Recycle
ENV-053	Inspection reports	Paper/Electronic	seven years, then dispose provided no litigation	Shred/Recycle

Record Retention Schedule for the Coshocton County Health Department

Medical									
Schedule Number	Description of Records	Media Type	Retention Period	Method of Disposal					
MED-001	Chronic Disease Records	Paper/Electronic	One year after final disposition of case	Shred/Recycle					
MED-002	Communicable Disease Records	Paper/Electronic	Permanent	Shred/Recycle					
MED-003	BCMH Records	Paper/Electronic	Five years after last contact	Shred/Recycle					
MED-004	Daily Activity Reports	Paper/Electronic	Two years	Shred/Recycle					
MED-005	Dental Records	Paper/Electronic	Two years after treatment	Shred/Recycle					
MED-006	Epidemiological Case Records	Paper/Electronic	Five years after case is closed	Shred/Recycle					
MED-007	Health Service Reports	Paper/Electronic	Permanent	Shred/Recycle					
MED-008	Home Health Case Service	Paper/Electronic	Seven years after last entry	Shred/Recycle					
MED-009	Hypertension Records	Paper/Electronic	Six years after last visit	Shred/Recycle					
MED-010	Laboratory Reports	Paper/Electronic	Positive diphtheria, tuberculosis, or venereal disease tests five years after last contact with patient.	Shred/Recycle					
MED-011	Immunization Records	Paper/Electronic							
MED-012	Laboratory Reports	Paper/Electronic	All other tests one year	Shred/Recycle					
MED-013	Medicare Case Files	Paper/Electronic	Five years after last contact with patient	Shred/Recycle					
MED-014	Migrant Labor Health Records	Paper/Electronic	Five years after last contact with the patient	Shred/Recycle					
MED-015	Minority Outreach Program Patient Files	Paper/Electronic	Three years after last contact	Shred/Recycle					
MED-016	Minority Outreach Program Records	Paper/Electronic	Three years, provided audited	Shred/Recycle					
MED-017	Nursing Reports (Narrative)	Paper/Electronic	Two years	Shred/Recycle					
MED-018	Nursing Service Cards	Paper/Electronic	Five years after last contact with patient for those used for patient information. When information is posted to case file and card is used for statistical purpose only, retain one year after tabulation	Shred/Recycle					
MED-021	Orders/Receipts for Drug Biologicals	Paper/Electronic	Three years	Shred/Recycle					
MED-022	Private Physicians' Requisitions for Venereal Disease Drugs	Paper/Electronic	Three years	Shred/Recycle					
MED-023	Quarterly Requisitions for Venereal Disease Drugs	Paper/Electronic	Three years	Shred/Recycle					
MED-024	School Health Records	Paper/Electronic	Until child reaches the age of majority	Shred/Recycle					
MED-025	Rheumatic Fever Enrollment Records	Paper/Electronic	Five years after last contact with the patient	Shred/Recycle					
MED-026	Tuberculin Test Records	Paper/Electronic	Positive test results permanently. Negative test results three years.	Shred/Recycle					
MED-027	Tuberculosis Case Records	Paper/Electronic	Lifetime of patient	Shred/Recycle					
MED-028	Tuberculosis Register Records	Paper/Electronic	Lifetime of patient	Shred/Recycle					
MED-029	Venereal Disease Case Records	Paper/Electronic	Permanent	Shred/Recycle					
MED-030	Venereal Disease Case Register of Index	Paper/Electronic	Lifetime of patient	Shred/Recycle					
MED-031	Venereal Disease Laboratory Reports	Paper/Electronic	One year	Shred/Recycle					

Record Retention Schedule for the Coshocton County Health Department

Schedule Number	Description of Records	Media Type	Retention Period	Method of Disposal
WIC-109.3	WIC System Records		9 months from original date of issuance	Shred/Recycle
	Food Instrument Stubs (coupon stubs)	paper		Shred/Recycle
	Beginning of Day Reports (BOD)	paper		Shred/Recycle
	End of Day (EOD)	paper		Shred/Recycle
	Exception: Participant by Priority and Category Report		Must be kept only 1 full calendar year	
	Exception: All Other Computer Generated Reports		Keep on an As-Needed Basis	
	Termination Reports	paper		Shred/Recycle
	Purge Report	paper		Shred/Recycle
	Missed Food Instrument Report	paper		Shred/Recycle
	Wait List Report	paper		Shred/Recycle
	Immunization Reports	paper		Shred/Recycle
	Racial Ethnic Reports	paper		Shred/Recycle
	Automated Response System (ARS) Report	paper		Shred/Recycle
	Mailing Registers	paper		Shred/Recycle
	Redemption Cost Report	paper		Shred/Recycle
WIC-109.4	Vendor Records		3 years past final expenditure for Fiscal year: ie. FY 05 must be kept till 11/15/08	
	Vendor Complaints	paper		Shred/Recycle
	Participant Complaints	paper		Shred/Recycle
	Vendor Site Visit Checklist	paper		Shred/Recycle
	Vendor error letters	paper		Shred/Recycle
	Training Sign Out Sheets	paper		Shred/Recycle
	Letters to Vendors giving notice of training date	paper		Shred/Recycle
	List of all contracted Vendors (provided by State WIC office)	paper		Shred/Recycle
WIC-109.5	Participant Records		3 years past final expenditure for Fiscal year: ie. FY 05 must be kept till 11/15/08	
	Entire contents of initially ineligible participant records	paper		Shred/Recycle
	Entire contents of terminated participant records	paper		Shred/Recycle
	Entire contents of wait listed participant records	paper		Shred/Recycle

Record Retention Schedule for the Coshocton County Health Department

MCHC							
Schedule Number	Description of Records	Media Type	Retention Period	Method of Disposal			
MCHC-001	Audiograms	Paper/Electronic	File with case files	Shred/Recycle			
MCHC-002	Children's Health Records	Paper/Electronic	Five years after last contact	Shred/Recycle			
MCHC-003	Immunization Cards	Paper/Electronic	until person turns twenty-one years old	Shred/Recycle			
MCHC-004	Maternal/Infant/Prenatal Care	Paper/Electronic	Seven years after last entry	Shred/Recycle			
MCHC-005	MATCH Forms - Child Health	Paper/Electronic		Shred/Recycle			
MCHC-006	MATCH Forms - Prenatal	Paper/Electronic		Shred/Recycle			
MCHC-007	HICF Claim Forms	Paper/Electronic		Shred/Recycle			
MCHC-008	Remittance Advices	Paper/Electronic		Shred/Recycle			
MCHC-009	Billing Sheets - Child Health	Paper/Electronic		Shred/Recycle			
MCHC-010	Billing Sheets - Prenatal	Paper/Electronic		Shred/Recycle			
MCHC-011	VFC Eligibility Forms	Paper/Electronic		Shred/Recycle			
MCHC-012	Women's Health Clinic Billing and Data	Paper/Electronic		Shred/Recycle			
MCHC-013	Coshocton County Advisory Board Minutes	Paper/Electronic		Shred/Recycle			
MCHC-014	CFHS Grants	Paper/Electronic		Shred/Recycle			
MCHC-015	IAP Grants	Paper/Electronic		Shred/Recycle			
MCHC-016	Client Survey Results	Paper/Electronic		Shred/Recycle			
MCHC-017	Chart Audits - Child Health	Paper/Electronic		Shred/Recycle			
MCHC-018	Chart Audits - Prenatal	Paper/Electronic		Shred/Recycle			
MCHC-019	Vaccine Administration Record	Paper/Electronic		Shred/Recycle			
MCHC-020	Polio Immunization (patient cards)	Paper/Electronic		Shred/Recycle			
MCHC-021	Amish Polio Immunization (patient cards)	Paper/Electronic		Shred/Recycle			
MCHC-022	Other Immunization (patient cards)	Paper/Electronic		Shred/Recycle			
MCHC-023	TB Test Results (patient cards)	Paper/Electronic		Shred/Recycle			
MCHC-024	Rheumatic Fever Drug Program	Paper/Electronic		Shred/Recycle			
MCHC-025	Vaccine Accountability	Paper/Electronic		Shred/Recycle			
MCHC-026	MMR School Forms (parent permission)	Paper/Electronic		Shred/Recycle			
MCHC-027	Child Development Program	Paper/Electronic		Shred/Recycle			
MCHC-028	New Bedford Clinic	Paper/Electronic		Shred/Recycle			
MCHC-029	Revenue Records	Paper/Electronic		Shred/Recycle			
MCHC-030	Expenditure Records	Paper/Electronic		Shred/Recycle			
MCHC-031	Patient Charts - Child Health	Paper/Electronic		Shred/Recycle			
MCHC-032	Patient Charts - Prenatal	Paper/Electronic		Shred/Recycle			

Record Retention Schedule for the Coshocton County Health Department

Schedule Number	Description of Records	Media Type	Retention Period	Method of Disposal
MCHC-033	Patient Charts - Women's Health	Paper/Electronic		Shred/Recycle
MCHC-034	School Health Records	Paper/Electronic	Until child attains the age of majority	Shred/Recycle
MCHC-035	Welcome Home Baby Visits	Paper/Electronic		Shred/Recycle
MCHC-036	WHB Visit Referrals	Paper/Electronic		Shred/Recycle
MCHC-037	WHB Visit Reports	Paper/Electronic		Shred/Recycle

Record Retention Schedule for the Coshocton County Health Department

Help Me Grow

Schedule Number	Description of Records	Media Type	Retention Period	Method of Disposal
HMG - 001	Case Files	Paper	Six years past child's third birthday	Shred/Recycle

Record Retention Schedule for the Coshocton County Health Department

Schedule Number	Description of Records	Media Type	Retention Period	Method of Disposal
FCFC-001	Family Case Files	Paper	One year past age of majority unless DD, then age 22	Shred/Recycle
FCFC-002	Family Case Files for NFOC	Paper	One year past last contact	Shred/Recycle