

## County Home Records Retention Schedule (Draft)

This schedule lists records commonly found in the County Home office. Local governments may also enact a General Schedule that covers this department. The retention periods specified herein are either required by statute or have been determined by best practice. Permanent records existing solely in electronic format may become inaccessible through media decay and/or hardware/software obsolescence. The Ohio History Connection recommends that digital records with greater than a 10 year retention period also be maintained in either paper or microfilm formats. Records may not be disposed of until all audits are released and audit discrepancies have been settled. Where a lawsuit or agency proceeding is pending, a legal hold on relevant records is required. Records shall be retained until the legal hold has been removed. ELECTRONIC MAIL (e-mail) is a format on which records are sent, received and/or drafted using electronic mailing systems. E-mail is NOT a record series. Instead, each individual e-mail should be evaluated according to its content and retained in accordance with the record series adopted within this schedule that the content most closely fits. Where a lawsuit or agency proceeding is pending, a legal hold on relevant records is required. Records shall be retained until the legal hold has been removed.

Record Series	Description	Retention Period
Administrator Annual Report	Includes the number of residents throughout the year; the daily average census; the total current expenses for the year; the amount of wages paid; and any other information the board or operator requires. ORC 5155.16	Permanent
Adult Protective Services	Risk Assessment, Investigations, Case Summaries and related documents.	7 years provided no action pending
Care Management	Geriatric Assessment, Investigations, Case Summaries and related documents.	7 years after death or discharge provided no action pending
Census Information	Records tracking the average number of patients per day in the county facility over a given period of time.	5 years
Consent Forms	Permission granted by residents, in particular those given by a patient to a doctor for treatment. May include permission granted to residents to leave the facility for certain events or time periods.	2 years/ Medical consent forms shall be placed in resident medical file.
Controlled Medication Records	Records tracking the facility's use of a drug, compound, mixture, preparation, or substance included in DEA schedules I, II, III, IV, or V. ORC 3719.01(C).	5 years
County Home Registers	Infirmiry Register, Inmate List, Pauper Register. Shows name, age, case number, date admitted, prior address, condition on admission and date of discharge.	Permanent
Death and Burial records	Documents cases in which a resident dies and is interred by the county.	Permanent
Dietary Records	Records of nutritional intake residents.	2 years

Record Series	Description	Retention Period
Incident Report	Record of any actual or alleged event or situation that creates a significant risk of substantial or serious harm to the physical or mental health, safety or well being of a county home resident or employee.	6 years provided no action pending
Medical Records	Documents the medical treatment and prescribed medication of residents while at the facility.	10 years after discharge of resident
Medication Error Report	Record of any incorrect or wrongful administration of a medication.	1 year provided no pending litigation per ORC 2305.113 (A)
Nursing Log	Documents daily medical attention given to residents by staff nursing personnel. Includes dispensing of medications.	3 years
Pharmacy Monthly Reports	Monthly tally of receipt and dispensation of drugs and materials from facility pharmacy.	5 years
Procedure Log	Record of fixed, step-by-step sequence of actions per facility rules.	Until superseded
Resident Council Records	Documents an organized group of people living in a county home that meets on a regular basis to discuss concerns, develop suggestions on improving services and plan social activities.	5 years
Resident Case Files	Records of residents including applications for admittance, commitment orders, transfer agreements, incident reports, case histories and correspondence.	Permanent
Resident Financial Files	Records of each resident's financial relationship with the facility. Does not include records of personal spending money.	5 years
Residents' Personal Funds	Records of the receipt and dispersal of residents' personal spending money.	3 years after discharge of resident
Transfer Agreement	Documents the movement of a resident of the facility to an alternate location. May include discharge.	15 years