

General Health District Records Retention Schedules (Draft)

This schedule lists records commonly found in a county General Health District. 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 Historical Society 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.

Record Series	Description	Retention Period
Administration and Board Records		
Application for State Subsidy	Reports and documentation sent to state related to state subsidy funding.	3 years
Car Seat Records	Records pertaining to the car seat distribution program administered by the Health District.	5 years
Child Fatality Investigation Records	Reviews and reports by Child Fatality Review Board of child deaths occurring in the County.	5 years
Community Health Plan and Assessments	Includes report on the strategies and objectives for improving health conditions in the County, and reports of the current status of health conditions.	Permanent
Community Program/Training Records	Records related to educational programs/training sponsored by the Health District including Child Passenger Safety, Minority Outreach, Safe and Sound and Wellness Consortium.	5 years
Fee Establishment Cost Methodology for Non-ODH Audited Programs	Records supporting the methodology for establishing fees for Non-ODH audited programs.	Until Fee is Revised
Fee Establishment Cost Methodology for ODH Audited Programs	Records supporting the methodology for establishing fees for ODH audited programs.	6 months after ODH audit
Local Board of Health Regulations	Regulations imposed by the local Board of Health.	Until Superseded
Minutes of the Board of Health	Records from meetings of the Board of Health.	Permanent
Minutes of the District Advisory	Records from meetings of the District Advisory Council, which makes appointments to the Board of Health, reviews the Annual Report of the BOH and advises the BOH on matters of public health within the County. The District Advisory consists of the Chairperson of Trustees from each township, Mayor from each village and a representative from the Board of County Commissioners.	Permanent

Record Series	Description	Retention Period
Participant Release Forms	Forms signed by participants of the Health District's programs releasing the Health District of liability.	5 years
Surveys/Audits	Audits conducted by state to assess adherence to program standards. Includes campgrounds, commercial food service, pools, private water and septic systems, etc.	6 years
Variance Requests	Documenting requests for a change to rules or regulations enforced by the Health District.	Permanent
Bonds	Bond documentation for septic/plumbing installers and septic haulers.	1 year after cancellation
Vital Statistics		
Affidavits for Birth and Death Certificates	Corrections made to birth or death certificates including address, social security number, etc.	Permanent
Birth Certificates	Copies of birth certificates for all births in County. Originals maintained by Ohio Department of Health.	Permanent
Birth/Death Certificate Applications and Logs	Applications for certified copies of birth and death certificates.	3 years after ODH Audit
Burial Permits	Permits issued to funeral director or person in charge of interment.	5 years
Death Certificates	Formal documents verifying that a person has died.	Permanent
Fetal Death Reports	Formal document verifying a stillbirth.	Permanent
Vital Statistics Certificate of Service	Documentation related to out-of-state deaths once they are brought back into the state.	1 year
Vital Statistics Reports	Reports sent to Ohio Department of Health that include the number of births and deaths recorded each month.	6 months after ODH audit
Water, Waste and Plumbing Division		
Backflow Records	Records pertaining to the inspection of backflow prevention devices.	2 years
Infectious Waste Annual Inspections	Records for the annual inspection for infectious waste.	5 years
Nuisance Complaints	Investigation records for nuisance complaints.	5 years
Plumbing Permit and Installation Records	Records pertaining to the installation of permitted commercial and residential plumbing jobs including plumbing applications, permits and inspections.	5 years
Private Water System Permit and Installation Records	Information pertaining to the installation of permitted private water systems including applications, permits, tests and inspections.	1 year after system abandoned or application expires
Private Water System Inspections	Assessments of a private water system performed at the request of a homeowner and paid for by the homeowner.	5 years

Record Series	Description	Retention Period
Registrations	Registration records for contractors registered with the Board of Health including septic installers and haulers, water trucks, and plumbing.	2 years
Septic System Inspections	Information pertaining to the assessment/inspection and maintenance of septic systems.	7 years (OAC 3701-29-09(K))
Septic System Permit and Installation Records	Records pertaining to the installation, alteration or abandonment of septic systems.	1 year after system abandoned (OAC 3701-29-09(K))
Sewage Treatment System Design Approvals	Sewage treatment system designs approved by the board of health as part of a site review.	5 years after approval (OAC 3701-29-09(A)(4))
Sanitary Orders	Records of orders submitted to property owners in violation of local regulations.	5 years after compliance achieved
Septic System Rehab Files	Applications, income qualifications, property mortgage, contracts, bids and other records pertaining to septic systems installed using septic rehab funds.	5 years from the date mortgage is released
Solid Waste Facility Inspections	Inspection records for the operation and maintenance of a solid waste facility.	5 years
Solid Waste Site Hazardous Waste Records	Information pertaining to the operation and maintenance of a hazardous waste site.	Permanent
Subdivision and Lot Review Records	Information pertaining to a proposed subdivision and/or existing lot review including maps of existing and proposed lots.	5 years
Truck Inspections	Inspection records for solid waste, septic and private water trucks.	2 years
Environmental Health Division		
Animal Bite Case Files	Includes animal bite investigations, reports and lab reports.	3 years
Beach Sample Records	Water samples collected at beaches within the Health District.	1 year
Environmental Studies and Projects	Documentation of comprehensive studies and projects related to environmental health, conducted by the Health District.	Permanent
Facility/Operation Plans - Food Service	Facility plans for operations of food service, park/camps, etc. May include site evaluations and related records.	1 year after licensed facility closes
Inspection and Investigation Records	Inspection and complaint records related to all types of environmental health inspections/investigations. Includes food, and foodborne illnesses, manufactured home parks, schools, tattoo/body piercing, marinas, pool/spa, park/camps, etc.	5 years; All existing inspections for a closed facility should be pulled and maintained for 5 years after facility closure
License Applications	License Applications for food, manufactured home parks, tattoo/body piercing, marinas, pool/spa, park/camps, etc.	2 years, provided audited by ODH/ODA

Record Series	Description	Retention Period
License Transmittals	Records documenting licenses issued and the portion of fees remitted to the ODH.	3 years, provided audited
Manufactured Home Installation Records	Records relating to reviewing plans and performing site inspections of Manufactured Homes.	2 year after installation
Solid/Hazardous Waste Operation Records	Records documenting approval of or closure of a solid/hazardous waste facility.	5 years after closure
Subdivisions and New Lot Approvals	Documentation of review of plans for subdivisions. May include blueprints, correspondence and soil characteristics of proposed subdivisions.	5 years
YWCA Childcare Program: In-home Inspection Reports	Inspection reports and related records.	1 year
Nursing/Health Division		
Bureau for Children with Medical Handicaps Records	Records pertaining to families receiving Bureau for Children with Medical Handicaps services through the Health District.	Until child reaches age 24
Communicable Disease Records	Reports and investigations related to communicable disease within the Health District's jurisdiction. Includes patient test results.	6 years after last contact
Vaccine Records	Records of individuals receiving vaccines, such as the influenza vaccine, from the Health District.	6 years
Immunization Records	Immunizations administered to Patients by the Health District, includes consent forms.	Adults - 6 years; Children - Until age 24
Lead Investigation Records	Records of case investigations generated by clients who report lead contamination.	6 years
Medicare/Medicaid Billing Records	Records related to billing of Medicare/Medicaid.	6 years
Orders/Receipts for Drug Biologicals	Financial records related to the order/receipt of drug biologicals.	3 years
Patient Billing Records	Records related to billing of patients.	5 years, provided audited
Patient Health Records (Not Otherwise Specified)	All patient medical records including charts, patient files, lab results, medical testing, clinical services, etc.	6 years after last contact (OAC 3701-83-11)
Turberculosis Records – Negative Results	Negative test results for turberculosis. May be maintained as part of Patient Health Record.	6 years
Turberculosis Case Records	All documentation related to individuals testing positive for tuberculosis, including X-rays.	Until patient reaches age 100 years
Vision, Hearing, Lead and other Screening Records	Screening results for vision, hearing and lead tests. May be maintained as part of Patient Health Record.	Adults - 6 years; Children - Until age 24
WIC Program Records	All records related to the supplemental nutrition program for Women, Infants and Children, including client files.	5 years from last visit