



## LIBRARY OF VIRGINIA

Government Records Services  
800 E. Broad St., Richmond VA 23219  
(804) 692-3600

## RECORDS RETENTION AND DISPOSITION SCHEDULE

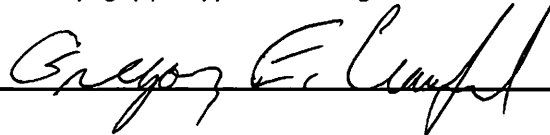
### GENERAL SCHEDULE NO. GS-120

#### ALL STATE AGENCIES

#### Health Records

The schedule on the attached page(s) is approved with agreement to follow the records retention and disposition policies listed below:

APPROVED:



EFFECTIVE SCHEDULE DATE: 12/12/2024

#### POLICIES FOR RECORDS RETENTION AND DISPOSITION

1. This schedule is continuing authority under the provisions of the Virginia Public Records Act, § 42.1-76, et seq. of the Code of Virginia for the retention and disposition of the records as stated on the attached page(s).
2. This schedule supersedes previously approved applicable schedules.
3. This schedule is used in conjunction with the Certificate of Records Destruction (RM-3 Form). A completed RM-3 Form must be approved by an agency-designated records officer before records can be destroyed.
4. Any records created prior to 1912 must be offered, in writing, to the Library of Virginia (LVA) before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from the LVA.
5. All known audits, requests for records pursuant to the Virginia Freedom of Information Act, § 2.2-3700, et seq., and retention schedule renegotiations regarding the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas, investigations, or litigation that reasonably may involve the listed records suspends any disposal and/or operational reformatting processes until all issues are resolved.
6. The retentions and dispositions listed on the attached page(s) apply regardless of format, e.g., paper, microfilm, electronic image, etc. Unless prohibited by law, records may be reformatted at the agency's discretion. Microfilming must be done in accordance with 17VAC15-20-10, et seq. of

the Virginia Administrative Code, "Standards for the Microfilming of Public Records for Archival Retention." All records must be accessible throughout their retention period. Whether the required preservation is through prolongation of appropriate hardware and/or software, reformatting, or migration, it is the obligation of the agency to do so.

7. Records custodians must ensure that confidential or privacy-protected information contained in records and non-records is ultimately destroyed to prevent unauthorized disclosure. Confidential destruction of paper is accomplished only through shredding, pulping, or burning. For electronic information, it is accomplished by overwriting the data or physically destroying the media. Merely deleting confidential or privacy-protected information is not sufficient. Documents containing Social Security numbers must be destroyed in compliance with 17VAC15-120-30.

8. Under the Virginia Public Records Act, § 42.1-79, the Library of Virginia is the official custodian and trustee of all state-agency records transferred to the State Archives, which may purge select records in accordance with professional archival practices in order to ensure efficient preservation and access.

9. Unless otherwise directed, files are closed out at the end of each calendar or fiscal year, as appropriate. Retention periods start at that time. Other event-based filing cutoffs (e.g., "after last action") must be defined and consistently applied by the agency.



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|--|---------------|--|------------------------------|
| <u>Accreditation Records</u><br><br>This series documents hospital accreditation by a relevant health-accreditation body. This series may include, but is not limited to: accreditation results, plans for improvement, inspection results, consultation records, audits, reports and other documentation as required by the accreditation organization. | 200382        | 5 Years after superseded, obsolete, or rescinded | Confidential Destruction     |
| <u>Animal Bite and Quarantine Records</u><br><br>This series documents the reporting of animal bites and the quarantine of animals. This series may include, but is not limited to: reports, responses, and quarantine logs.   | 200338        | 3 Years after end of calendar year               | Confidential Destruction     |
| <u>Animal-Head Test Results</u><br><br>This series documents the performance of animal-head testing on animals suspected of carrying rabies. This series may include, but is not limited to: animal-head test result COV 32.1-48.1 thru 4  | 005306        | 8 Years after end of calendar year               | Non-confidential Destruction |
| <u>Appointment and Scheduling Records</u><br><br>This series documents the scheduling and completion of in-house appointments and the scheduling of outside-referral appointments. This series may include, but is not limited to: calendars and logs.   | 005307        | 5 Years after end of calendar year               | Confidential Destruction     |
| <u>Assignment Sheets</u><br><br>This series documents staff members on duty in a unit for a particular shift, including physicians and on-call physicians, nurses, and patient care technologists. This series may include, but is not limited to: assignment sheets and physician on-call lists.  | 200339        | 10 Years after end of calendar year              | Confidential Destruction     |



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|--|---------------|-------------------------------------|------------------------------|
| <u>Autopsy Reports</u><br><br>This series documents a decedent's cause and manner of death. This series may include, but is not limited to: autopsy reports.   | 200340        | 10 Years after end of calendar year | Confidential Destruction     |
| <u>Biological and Medical Waste Disposal Records</u><br><br>This series documents the disposal of hazardous medical and biological waste or transfer to certified disposal vendors. This series may include, but is not limited to: logs. 9VAC20-60-305  | 005323        | 3 Years after end of calendar year  | Non-confidential Destruction |
| <u>Cardiac Monitoring Recordings</u><br><br>This series documents cardiac monitoring of patients. This series may include, but is not limited to: recordings and activity reports.   | 200341        | 5 Years after last action           | Confidential Destruction     |
| <u>Charge Nurse Reports</u><br><br>This series documents charge nurse change-of-shift notes and reports on patients. This series may include, but is not limited to: reports and notes.  | 200342        | 5 Years after end of calendar year  | Confidential Destruction     |
| <u>Complaint Files</u><br><br>This series documents the receipt of and response to complaints from both patients and the general public. This series may include, but is not limited to: correspondence. 45CFR164.530(j)(1)(iii); 45CFR164.530(j)(2)   | 005310        | 5 Years after last action           | Confidential Destruction     |
| <u>Compliance Records</u><br><br>This series documents compliance with federal rules, regulations, guidance and advisories pertaining to healthcare programs, including the False Claims Act. This series may include, but is not limited to: complaints and responses, reports, audits, event and other documentation. 31 USC 3729-2733 | 200344        | 10 Years after end of calendar year | Confidential Destruction     |



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| <u>Criminal Background Checks: Health Services</u><br><br>This series documents the criminal background check results of a job applicant in the Health Services industry for the purpose of compliance with accreditation standards within the industry. This series may include, but is not limited to: criminal background investigations, reports, fingerprint cards, and other security records.  | 200452        | 5 Years after termination           | Confidential Destruction     |
| <u>Diagnostic Testing and Imaging Records</u><br><br>This series documents the performance and results of diagnostic testing and imaging, such as, but not limited to: electrocardiograms, encephalograms, nerve and pulmonary function testing, cardiac catheterization, and radiology tests including x-rays, computerized tomography (CT) scans, magnetic resonance images (MRI), and ultrasounds. Final report is added to patient medical record. This series may include, but is not limited to: clinic/lab copies of tracings, printouts, images, films, scans, and interpretation reports. 42CFR482.26(d) | 200343        | 10 Years after closed               | Confidential Destruction     |
| <u>Equipment Sterilization Records</u><br><br>This series documents the in-house sterilization of supplies and equipment and/or the receipt, control and distribution of sterilized supplies and equipment. This series may include, but is not limited to: logs and reports.   | 005320        | 3 Years after end of calendar year  | Non-confidential Destruction |
| <u>Fetal Death Reports</u><br><br>This series documents fetal deaths, including stillbirths and terminations in compliance with the Code of Virginia 32.1-264. This series may include, but is not limited to: reports.   | 200345        | 1 Year after creation               | Confidential Destruction     |
| <u>Fetal Monitoring Recordings</u><br><br>This series documents fetal monitoring activities. This series may include, but is not limited to: recordings and activity reports.   | 200346        | 10 Years after end of calendar year | Confidential Destruction     |



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| <u>Food Handler Permit Records</u><br><br>This series documents the issuance of food handler permits. This series may include, but is not limited to: applications, test results, course completion logs, and permits. COV 15.2-1109   | 005322        | 1 Year after expiration  | Confidential Destruction     |
| <u>Food, Lodging and Other Establishment Initial Permit Records</u><br><br>This series documents the application for initial permits to operate food, lodging and other establishments, such as restaurants, temporary food establishments, hotels, residential bed and breakfasts, summer camps, migrant labor camps, marinas, public and community pools, and tattoo, massage and beauty salon establishments. This series may include, but is not limited to: permit applications, correspondence, floor plans, equipment schedules, and initial inspection reports and permits                               | 200347        | 1 Year after equipment, facility, or property sold or no longer in use | Confidential Destruction     |
| <u>Food, Lodging and Other Establishment Inspection and Renewal Permit Records</u><br><br>This series documents the inspection, investigation, sample taking, evaluation and renewal permitting of food, lodging and other establishments, such as restaurants, temporary food establishments, hotels, residential bed and breakfasts, summer camps, migrant labor camps, marinas, public and community pools, and tattoo, massage and beauty salon establishments. This series may include, but is not limited to: permit applications, annual inspection reports, test results and renewal permits. COV 35.1-5 | 200348        | 2 Years after end of calendar year                                     | Non-confidential Destruction |
| <u>Health Insurance Portability and Accountability Act (HIPAA) Records</u><br><br>This series documents compliance with the Health Insurance Portability and Accountability Act (HIPAA) regulations. This series may include, but is not limited to: correspondence, reports, plans, policies, procedures, complaints, disclosure forms, and training material 45 CFR 164.530(j)   | 200349        | 6 Years after end of calendar year                                     | Confidential Destruction     |



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|---|---------------|---|------------------------------|
| <u>Immunization Records: Adult</u><br><br>This series documents adults who receive immunizations that are not included as part of a patient medical record. This series may include, but is not limited to: consent forms, encounter forms, service slips and logs. COV 32.1-46   | 005327        | 5 Years after event   | Confidential Destruction     |
| <u>Immunization Records: Minor</u><br><br>This series documents minors who receive immunizations that are not included as part of a patient medical record. This series may include, but is not limited to: consent forms, encounter forms, service slips and logs. COV 32.1-46   | 015081        | 21 Years after birth  | Confidential Destruction     |
| <u>Incident Reports</u><br><br>This series documents patient and non-patient safety incidents but does not include employee safety incidents. This series may include but is not limited to: reports and correspondence.  | 200350        | 10 Years after event  | Confidential Destruction     |
| <u>Laboratory and Medical Equipment Maintenance Records</u><br><br>This series documents the maintenance and repair of laboratory and medical equipment and instruments. This series may include, but is not limited to: logs and reports   | 005333        | 2 Years after equipment, facility, or property sold or no longer in use | Non-confidential Destruction |
| <u>Laboratory: Cytogenetic and Molecular Diagnostic Records</u><br><br>This series documents cytogenetic and molecular testing and analysis. This series may include, but is not limited to: final reports, images of fluorescence in situ hybridization (FISH) studies for non-neoplastic disorders, and test reports for constitutional/genetic conditions. | 200351        | 20 Years after end of calendar year                                     | Confidential Destruction     |



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| <u>Laboratory: Cytopathology and Other Specialized Reports</u><br><br>This series documents the performance of cytopathology and other specialized testing. This series may include, but is not limited to: cytopathology reports, surgical pathology reports, images of fluorescence in situ hybridization (FISH) studies, including cytogenetic and molecular studies for neoplastic disorders, gated dot plots, and histograms. 21 CFR 606.160  | 200352        | 10 Years after end of calendar year | Confidential Destruction |
| <u>Laboratory: Cytotherapy Contracts and Agreements</u><br><br>This series documents the responsibilities of any establishment that performs a manufacturing step or provides reagents for cytotherapy. This series may include, but is not limited to: contracts and agreements. 21 CFR 1271.270  | 200353        | 10 Years after expiration           | Confidential Destruction |
| <u>Laboratory: Cytotherapy Records</u><br><br>This series documents the cytotherapy process, including the collection, processing, compatibility testing, storage and distribution of cellular therapy product, through the final disposition of the product. This series may include, but is not limited to: test results and interpretations, temperature and other logs, quality control records, personnel training and competency records, donor records, procedures and reports. 21 CFR 1271.270 | 200354        | 10 Years after final disposition    | Confidential Destruction |
| <u>Laboratory: General Reports</u><br><br>This series documents the performance of specimen and pathology testing. This series may include, but is not limited to: laboratory copy of test results, worksheets, logs, and reports 45 CFR 164.528(a)  | 005334        | 2 Years after end of calendar year  | Confidential Destruction |



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| <u>Laboratory: Quality Assurance and Quality Control Records</u><br><br>This series documents quality assurance and quality control testing in the laboratory, which may include the calibration of equipment, and the monitoring of equipment, procedures and protocols for effectiveness. This series may include, but is not limited to: instrument printouts and data, temperature logs, performance specifications, testing results, proof of monitoring, and the identification and documentation of problems and corrective actions taken.                | 005336        | 2 Years after end of calendar year  | Non-confidential Destruction |
| <u>Laboratory: Requisitions, Worksheets and Logs</u><br><br>This series documents specimens received, and tests ordered and performed. This series may include, but is not limited to: worksheets, logs, test-order forms, test counts, requisitions, and authorization  | 005335        | 2 Years after end of calendar year  | Confidential Destruction     |
| <u>Laboratory: Transfusion Medicine Quality Management Records</u><br><br>This series documents quality control measures in transfusion administration, including calibration of equipment, performance checks of equipment and reagents, and periodic checks of sterile technique and temperatures. This series may include, but is not limited to: quality management reviews, proficiency testing reports, irradiation-dose delivery reports, retyping of donor units logs, procedural review records, procedures and discontinued procedures. 21 CFR 606.160 | 200355        | 10 Years after end of calendar year | Confidential Destruction     |
| <u>Laboratory: Transfusion Medicine Records</u><br><br>This series documents the administration of transfusions, including the collection, processing, compatibility testing, and storage and distribution of blood and blood products. This series may include, but is not limited to: test results and interpretations, final unit dispositions, donor records, temperature and other logs, transfusion reaction reports and evaluations, panel reaction worksheets, and investigation records 21 CFR 606.160  | 200356        | 10 Years after end of calendar year | Confidential Destruction     |





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| <u>Lead Contamination Records</u><br><br>This series documents all reports of lead contamination and sources, and any remedial action taken. This series may include, but is not limited to: logs and reports 24CFR35.1300 thru 1355   | 005338        | 75 Years after creation                         | Non-confidential Destruction |
| <u>Logs</u><br><br>This series documents various activities captured on logs that are not covered elsewhere on this schedule. This series may include, but is not limited to: nursing, clinic, decedent, patient activity/registration, operating and specialty rooms, refrigerator temperature, and other miscellaneous logs    | 200357        | 0 Years after no longer administratively useful | Confidential Destruction     |
| <u>Master Patient Index (MPI)</u><br><br>This series documents patient information for identification purposes and for assignment of medical record numbers. This series may include, but is not limited to: index.  | 005340        | 100 Years after last action                     | Confidential Destruction     |
| <u>Medical Debt: Collected</u><br><br>This series documents the collection of medical debts paid to healthcare agencies by their patients. This series may include, but is not limited to, contracts, proof of debt, receipts, and invoices.   | 200829        | 3 Years after closed                            | Confidential Destruction     |
| <u>Medical Debt: Uncollected - No Action</u><br><br>This series documents unpaid medical debts to a health agency that were not acted upon by the agency within 3 years, rendering the debt uncollectable. This series may include, but is not limited to, contracts, proof of debt, receipts, and invoices.<br>COV 8.01-246 (B) | 200828        | 0 Years after closed                            | Confidential Destruction     |



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| <u>Medicare and Medicaid Administration Records</u><br><br>This series documents the administration of the Medicare and Medicaid programs and non-medical contacts with patients. This series may include, but is not limited to: correspondence, memoranda, and reports. 42CFR430.0 to 25; 42CFR498.20                       | 005342        | 10 Years after closed                           | Non-confidential Destruction |
| <u>Medicare, Medicaid, and Insurance Financial Records</u><br><br>This series documents Medicare, Medicaid and insurance company billings, reimbursements, and utilization and authorization records. This series may include, but is not limited to: forms and invoices. 42CFR431.17; 42CFR430.0 to 25                       | 005343        | 10 Years after closed                           | Confidential Destruction     |
| <u>Milk Regulation Permit Records</u><br><br>This series documents the issuance of permits for processing and distributing Grade A Milk. This series may include, but is not limited to: applications and permits.  | 005341        | 3 Years after expiration                        | Non-confidential Destruction |
| <u>Nursing Home Pre-Admission Screening Reports: Adults</u><br><br>This series documents screenings of adults conducted prior to admission to nursing homes. This series may include, but is not limited to: reports. 49CFR164.528(a)   | 005345        | 10 Years after last action                      | Confidential Destruction     |
| <u>Nursing Home Pre-Admission Screening Reports: Minors</u><br><br>This series documents screenings of minors conducted prior to admission to nursing homes. This series may include, but is not limited to: reports. COV 54.1-2910.4   | 200728        | 28 Years after birth                            | Confidential Destruction     |
| <u>On-site Sewage, Alternative Discharge and Private Well Inspection and Testing Records</u><br><br>This series documents the periodic inspection and testing of on-site sewage and alternative-discharge systems, and private wells. This series may include, but is not limited to: inspection reports and testing results. | 200358        | 0 Years after no longer administratively useful | Confidential Destruction     |



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| <u>On-site Sewage, Alternative Discharge and Private Well Permit Records</u><br><br>This series documents the issuance of permits for and the initial inspection of on-site sewage and alternative-discharge systems, and private wells. This series may include, but is not limited to: applications, permits, inspection reports and correspondence  | 200359        | 75 Years after equipment, facility, or property sold or no longer in use | Confidential Destruction |
| <u>Outbreak Containment and Investigation Records</u><br><br>This series documents the report of and investigation into disease outbreaks or response to other public health emergencies, and efforts to contain outbreaks of contagious diseases or disease-resistant organisms. This series may include, but is not limited to: outbreak report forms, investigation files, test results, reports, memos, and after action review forms                              | 200360        | 75 Years after last action   | Confidential Destruction |
| <u>Patient Medical/Dental Records: Adults</u><br><br>This series documents the treatment history of adult patients receiving medical services. This series may include, but is not limited to: assessment, consultation and treatment records, immunization records, diagnostic testing and imaging records and reports, lab/pathology results and reports, psychiatric notes, and medication administration records.  | 012504        | 10 Years after last action   | Confidential Destruction |
| <u>Patient Medical/Dental Records: Minors</u><br><br>This series documents the treatment history of minor patients receiving medical services when the last treatment was before the age of 18. This series may include, but is not limited to: assessment, consultation and treatment records, immunization records, diagnostic testing and imaging records and reports, lab/pathology results and reports, psychiatric notes, and medication administration records. | 012503        | 28 Years after birth   | Confidential Destruction |



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| <u>Patient Transportation Records</u><br><br>This series documents the movement of patients between medical facilities or between floors or units within the facility, and any medical attention provided during transport. This series may include, but is not limited to: forms and reports.   | 200361        | 5 Years after end of calendar year      | Confidential Destruction     |
| <u>Permit Review Files</u><br><br>This series documents participation in any permit-review process where input is provided, but permit is not issued by the local health department. This series may include, but is not limited to: permit applications, inspections, correspondence and other supporting documentation.  | 005351        | 2 Years after last action               | Non-confidential Destruction |
| <u>Pharmacy: Distribution, Requisition and Prescription Records</u><br><br>This series documents the distribution, requisition, replenishment, compounding, and prescription of drugs and other controlled substances, other pharmacy stock, and medical supplies where these items are reimbursable by federal or state programs, or private insurance companies. This series may include, but is not limited to: requisitions, prescriptions, dispensing and filling records, logs, patient medication profiles, drug recall records, audit and reports. COV 54.1-3404 | 200362        | 10 Years after end of state fiscal year | Confidential Destruction     |
| <u>Pharmacy: Inventory Control</u><br><br>This series documents the inventory control of drugs, controlled and non-controlled substances, over-the-counter medications, medical supplies, patient products, and pharmacy and/or nursing stocks. This series may include, but is not limited to: inventories, logs, reports, repackaging records, and destruction forms. COV 54.1-3404; 21 USC 827(b)(3)  | 200363        | 2 Years after end of state fiscal year  | Confidential Destruction     |



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| <u>Procedure Records: Medical</u><br><br>This series documents all procedures, treatment protocols, standing orders, and decision tools established to assist clinical operations. This series may include, but is not limited to: clinical pathways and practice guidelines and protocols with supporting materials.   | 200364        | 5 Years after superseded, obsolete, or rescinded | Confidential Destruction |
| <u>Radiation Dose and Dosimetry</u><br><br>This series documents monitoring information used to determine radiation dose and exposure of employees and other individuals, and equipment for the duration of the site license. This series may include, but is not limited to: individual monitoring results; doses to individual members of the public; dosimetry records; exposure records; uptake of radiation/internal exposure records; As Low As Reasonably Achievable (ALARA) records; results of surveys to determine dose from external sources; results of air sampling, surveys, and bioassays; results of measurements and calculations used to determine individual intakes and the release of radioactive effluents into the environment; declaration of pregnancy forms; dosimeter applications; determination of prior occupational dose; planned special exposure; medical event reports for radioactive material; procedures for administration requiring a written directive; and dosimetry equipment calibration/comparison/inter-comparison records required for teletherapy, remote afterloader, and gamma stereotactic radiosurgery units. 12VAC5-481 | 200365        | 3 Years after termination                        | Confidential Destruction |
| <u>Radiation Protection Program: Administration</u><br><br>This series documents the administration of the Radiation Protection Program. This series may include, but is not limited to: minutes of the Radiation Safety Committee, requests for license amendments, license renewals, and license applications. 12VAC5-481   | 200366        | 5 Years after end of calendar year               | Confidential Destruction |



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|--|---------------|------------------------------------|--------------------------|
| <u>Radiation Protection Program: Authority and Responsibility</u><br><br>This series documents the establishment, governance, and responsibilities of a Radiation Protection Program. This series may include, but is not limited to: policies and procedures, statement of authority, duties, and responsibilities of the Radiation Safety Officer (RSO), and signed RSO agreement to responsibility documents. 12VAC5-481  | 200635        | 3 Years after termination          | Confidential Destruction |
| <u>Radioactive Material Medical Use Records</u><br><br>This series documents the use of radioactive material for medical treatment. This series may include, but is not limited to: safety instructions, written directives, sealed source inventories, treatment unit calibration records, concentration and dosage amount documentation, records of testing and inventorying sealed sources and brachytherapy sources, receipt and transfer records, treatment records, byproduct documentation, patient dosage, dose calibrator quality control records, implant installation and removal records, patient release instructions, therapy nursing instructions, therapy equipment calibration and spot-checks, and mobile medical services. 12VAC5-481 | 200367        | 3 Years after end of calendar year | Confidential Destruction |
| <u>Radioactive Material: Category 1 and 2 Irradiator Users</u><br><br>This series documents applications for access to Category 1 and 2 sources (irradiators) and operation of other irradiators. This series may include, but is not limited to: applications and results of FBI background checks and fingerprinting. 12VAC5-481   | 200637        | 3 Years after event                | Confidential Destruction |
| <u>Radioactive Material: Calibrations</u><br><br>This series documents calibrations of radiation survey instruments, brachytherapy sources, instruments used to measure activity of unsealed radioactive material, and meters. This series may include, but is not limited to: results of calibrations. 12VAC5-481   | 200632        | 3 Years after event                | Confidential Destruction |



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| RECORD SERIES AND DESCRIPTION  | SERIES NUMBER | SCHEDULED RETENTION PERIOD | DISPOSITION METHOD       |
|--|---------------|----------------------------|--------------------------|
| <u>Radioactive Material: Facility Usage</u><br><br>This series documents the designation of facilities that use radioactive material, for the duration of the site license. This series may include, but is not limited to: room use commissioning records, radioactive lab and equipment decommissioning records, and reports of spills, incidents, and accidents involving radioactive material for which continued contamination exists after remediation efforts. 12VAC5-481   | 200634        | 3 Years after event        | Confidential Destruction |
| <u>Radioactive Material: Surveys</u><br><br>This series documents surveys of areas where radioactive material is used. This series may include, but is not limited to: survey results and recommendations; radioactive material swipe survey reports; records of spill, incidents, and accidents involving radioactive material for which remediation efforts were successful; surveys for ambient radiation exposure rate; reports, inspection, violation, follow-up records and reports, source implant and removal surveys, and copies of patient release. 12VAC5-481 | 200633        | 3 Years after event        | Confidential Destruction |
| <u>Radioactive Material: User Applications</u><br><br>This series documents applications and approvals for users of radioactive material. This series may include, but is not limited to: applications for principal investigator (PI), authorized user, authorized medical physicist, qualified user, and general user, authorization amendment forms, Radiation Safety Committee letters of approval to work with radioactive material, notebooks documenting each PI's permissions to use radioactive materials, and decommissioned lab notebooks. 12VAC5-481         | 200636        | 5 Years after event        | Confidential Destruction |
| <u>Radioactive Material: Waste Disposal</u><br><br>This series documents disposal of licensed radioactive material. This series may include, but is not limited to: planned and past releases, Sewer Release Monthly Summaries, Department of Transportation solid waste uniform manifests, waste tickets, and waste inventories. 12VAC5-481   | 200638        | 3 Years after termination  | Confidential Destruction |



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| <u>Reportable Disease Surveillance and Investigation Records</u><br><br>This series documents the reporting, tracking, and resolution of possible communicable disease problems. This series may include, but is not limited to: surveillance reports, reporting forms, morbidity forms, death certificates, case investigation files, laboratory and other reports. | 200368        | 10 Years after last action         | Confidential Destruction     |
| <u>Sanitation Records</u><br><br>This series documents general environmental, sanitation and health condition testing and remediation efforts, such as vector-borne disease control and rodent abatement. This series may include, but is not limited to: logs, reports, and sanitary surveys  | 005369        | 3 Years after end of calendar year | Non-confidential Destruction |
| <u>School Health Program Records</u><br><br>This series documents the health district's relationship with local school districts through school health clinics, performance of staff visits to schools for training, public education, and health screenings. This series may include, but is not limited to: program records, logs, and ledgers.                    | 200369        | 5 Years after end of academic year | Confidential Destruction     |
| <u>Senior Programs: Non-Medical</u><br><br>This series documents staff participation in various seniors programs, including Older Americans Act programs. This series may include, but is not limited to: contact records, training programs, health screenings, immunization clinics, and day care and nursing home placement.                                      | 005372        | 5 Years after end of calendar year | Confidential Destruction     |





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|--|---------------|-------------------------------------|------------------------------|
| <u>Services to Clients: Non-Medical</u><br><br>This series documents interaction with clients in a non-medical capacity, such as providing services, training and educational programming for: infant and baby care, children or youth programs, family planning and pre-conception education, home health contacts, expectant families and pre-natal care, personal care hygiene training, lead poisoning prevention, school health programs, health insurance options, and seniors' programs. This series does not include information that is filed in the patient medical record. This series may include, but is not limited to: training and programming records, client files, and referrals. | 200370        | 5 Years after last action           | Confidential Destruction     |
| <u>Sewage Handler Permit Records</u><br><br>This series documents the issuance of sewage handler permits. This series may include, but is not limited to: applications, annual permits, and equipment inspection reports.  | 200371        | 2 Years after expiration            | Non-confidential Destruction |
| <u>Sexual Assault Records: Adults</u><br><br>This series documents the services provided to adult survivors of sexual assault. This series may include, but is not limited to: medical evaluations, laboratory tests, examination results, and prescriptions. COV 32.1-162.15:4  | 200671        | 20 Years after creation             | Confidential Destruction     |
| <u>Sexual Assault Records: Minors</u><br><br>This series documents the services provided to minor survivors of sexual assault. This series may include, but is not limited to: forensic medical evaluations, laboratory tests, examination results, and prescriptions. COV 32.1-162.15:4   | 200670        | 38 Years after birth                | Confidential Destruction     |
| <u>Transplant Records</u><br><br>This series documents the receipt and disposition of donated organs and tissue for transplantation from one patient to another. This series may include, but is not limited to: acquisition and disposition documentation, and donor information. 42 CFR 121.11   | 200372        | 10 Years after end of calendar year | Confidential Destruction     |



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|--|---------------|----------------------------|--------------------------|
| <u>Tuberculosis: Evaluation for Presence of Tuberculosis Infection or Disease in Persons with Exposure to Rifampin-Resistant Source - Not Treated: Adults</u><br>This series documents screening and testing for the presence of tuberculosis in adults who were exposed to a source case with rifampin-resistant tuberculosis disease and either had negative evaluation results or treatment for them was not recommended but does not include those who received treatment. This series may include, but is not limited to: skin test results and contact histories.  | 200375        | 20 Years after last action | Confidential Destruction |
| <u>Tuberculosis: Evaluation for Presence of Tuberculosis Infection or Disease in Persons with Exposure to Rifampin-Resistant Source - Not Treated: Minors</u><br>This series documents screening and testing for the presence of tuberculosis in minors who were exposed to a source case with rifampin-resistant tuberculosis disease and either had negative evaluation results or for whom treatment was not recommended, but does not include those who received treatment. This series may include, but is not limited to: skin test results and contact histories. | 200376        | 38 Years after birth       | Confidential Destruction |
| <u>Tuberculosis: Evaluation for Presence of Tuberculosis Infection or Disease in Persons Without Exposure to Rifampin-Resistant Source - Not Treated: Adults</u><br>This series documents screening and testing for the presence of tuberculosis in adults. who either had negative evaluation results or for whom treatment was not recommended but does not include those who were treated or evaluated due to potential exposure to a rifampin-resistant source case. This series may include, but is not limited to: skin test results and contact histories.        | 200373        | 10 Years after last action | Confidential Destruction |



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|--|---------------|----------------------------|--------------------------|
| <u>Tuberculosis: Evaluation for Presence of Tuberculosis Infection or Disease in Persons Without Exposure to Rifampin-Resistant Source - Not Treated: Minors</u><br><br>This series documents screening and testing for the presence of tuberculosis in minors who had negative evaluation results or for whom treatment was not recommended, but does not include those who were treated or evaluated due to potential exposure to a rifampin-resistant source case. This series may include, but is not limited to: skin test results and contact histories. | 200374        | 28 Years after birth       | Confidential Destruction |
| <u>Tuberculosis: Treatment for Tuberculosis Infection or Disease - Not Rifampin-Resistant: Adults</u><br><br>This series documents the screening, testing and treatment of adults diagnosed with active tuberculosis disease or latent tuberculosis infection, and includes those who received treatment due to exposure, but not those who were evaluated and treated for rifampin-resistant disease. This series may include, but is not limited to: skin-test results, contact histories, x-rays, and treatment records.                                    | 200377        | 20 Years after last action | Confidential Destruction |
| <u>Tuberculosis: Treatment for Tuberculosis Infection or Disease - Not Rifampin-Resistant: Minors</u><br><br>This series documents the screening, testing and treatment of minors diagnosed with active tuberculosis disease or latent tuberculosis infection, and includes those who received treatment due to exposure, but not those who were evaluated and treated for rifampin-resistant disease. This series may include, but is not limited to: skin test results, contact histories, x-rays, and treatment records.                                    | 200378        | 38 Years after birth       | Confidential Destruction |



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| RECORD SERIES AND DESCRIPTION   | SERIES NUMBER | SCHEDULED RETENTION PERIOD         | DISPOSITION METHOD           |
|---|---------------|------------------------------------|------------------------------|
| <u>Tuberculosis: Treatment for Tuberculosis Infection or Disease - Rifampin-Resistant: Adults and Minors</u><br>This series documents the screening, testing and treatment of adults and minors diagnosed with rifampin-resistant active tuberculosis disease. This series may include, but is not limited to: skin test results, contact histories, x-rays, and treatment records.   | 200379        | 50 Years after last action         | Confidential Destruction     |
| <u>Virginia Newcomer Health Program Records</u><br>This series documents the certification of eligibility for and provision of initial health screenings to newly arrived refugees and other qualified individuals as part of the Virginia Newcomer Health Program. This series also documents the identification and intervention of communicable diseases and other conditions of public health concern. This series may include, but is not limited to: eligibility documentation, client files, encounter forms, data collection forms, and test results.<br>8USC1621 | 005326        | 5 Years after last action          | Confidential Destruction     |
| <u>Vital Records: Applications for Death Certificates</u><br>This series documents the application and request for certified copies of death certificates. This series may include, but is not limited to: applications, logs, and supporting documentation.  | 200380        | 2 Years after end of calendar year | Confidential Destruction     |
| <u>Vital Records: Copies of Death Certificates Retained by Local Health Districts</u><br>This series documents true and complete copies of death certificates retained by local health districts that are used for the issuance of certified copies by the county or city registrar. This series may include, but is not limited to: certificates   | 005386        | 5 Years after end of calendar year | Confidential Destruction     |
| <u>Water Testing Records</u><br>This series documents the testing of water samples, such as beach monitoring and dialysis center testing, but excludes drinking water. This series may include, but is not limited to: test results, logs and reports.  | 005387        | 3 Years after end of calendar year | Non-confidential Destruction |



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| <u>Women's, Infant's and Children's (WIC) Records</u><br><br>This series documents staff and client participation in the Women's, Infant's and Children's (WIC) program to provide nutritional support and supplements. This series may include, but is not limited to: client files, program records and referrals. | 200381        | 3 Years after end of calendar year | Confidential Destruction |