



LIBRARY OF VIRGINIA

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

RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. GS-120

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

AGENCY APPROVAL

AGENCY HEAD OR DEPUTY _____
AGENCY RECORDS OFFICER _____

STATE APPROVAL

STATE ARCHIVIST *Sandra Y. Trethewey*
COMPTROLLER OR DEPUTY _____

EFFECTIVE SCHEDULE DATE: **DEC 01 2016**

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 signed RM-3 Form must be approved by the designated records officer and on file in the agency or locality before records can be destroyed. After the records are destroyed, the original signed RM-3 Form must be sent to Library of Virginia (LVA).
- 4. Any records created prior to 1913 must be offered, in writing, to LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from LVA. A copy of the offer must be attached to the RM-3 Form when it is submitted to LVA.
- 5. All known audits and audit discrepancies regarding the listed records must be settled before the records can be destroyed.
- 6. All known investigations or court cases involving 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 or reformatting processes until all issues are resolved.

- 7. The retentions and dispositions listed on the attached page(s) apply regardless of physical format, i.e., paper, microfilm, electronic storage, optical imaging, etc. Unless prohibited by law, records may be reformatted at agency or locality 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 in analog or digital format. Whether the required preservation is through prolongation of appropriate hardware and/or software, reformatting, or migration, it is the obligation of the agency or locality to do so.
- 8. Custodians of records must ensure that information in confidential or privacy-protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Ultimate destruction is accomplished through shredding, pulping, burning, and overwriting or physically destroying media. Deletion of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Records containing Social Security numbers must be destroyed in compliance with 17VAC15-120-30.
- 9. Under the Virginia Public Records Act, § 42.1-79, LVA is the official custodian and trustee of all state agency records transferred to the Archives, Library of Virginia. LVA may purge select records in accordance with professional archival practices in order to ensure efficient access.
- 10. Unless otherwise directed, files are closed out at the end of each calendar or fiscal year as appropriate. Retention periods start at that time.



LIBRARY OF VIRGINIA

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

RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. GS-120

EFFECTIVE SCHEDULE DATE: 12/1/2016

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Accreditation Records</u> 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> 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> 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> 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> 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

**LIBRARY OF VIRGINIA**

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

RECORDS RETENTION AND DISPOSITION SCHEDULE
 SPECIFIC SCHEDULE NO. GS-120

EFFECTIVE SCHEDULE DATE: 12/1/2016

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Autopsy Reports</u> 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> 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> 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> 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> 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> 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

**LIBRARY OF VIRGINIA**

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

**RECORDS RETENTION AND DISPOSITION SCHEDULE
 SPECIFIC SCHEDULE NO. GS-120**

 EFFECTIVE SCHEDULE DATE: 12/1/2016

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Criminal Background Checks: Health Services</u> 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> 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 end of calendar year	Confidential Destruction
<u>Equipment Sterilization Records</u> 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> 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> 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



LIBRARY OF VIRGINIA

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

RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. GS-120

EFFECTIVE SCHEDULE DATE: 12/1/2016

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Food Handler Permit Records</u> 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> 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> 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> 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



LIBRARY OF VIRGINIA

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

RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. GS-120

EFFECTIVE SCHEDULE DATE: 12/1/2016

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Immunization Records: Adult</u> 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> 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> 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> 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> 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



LIBRARY OF VIRGINIA

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

RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. GS-120

EFFECTIVE SCHEDULE DATE: 12/1/2016

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<p><u>Laboratory: Cytopathology and Other Specialized Reports</u></p> <p>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</p>	200352	10 Years after end of calendar year	Confidential Destruction
<p><u>Laboratory: Cytotherapy Contracts and Agreements</u></p> <p>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</p>	200353	10 Years after expiration	Confidential Destruction
<p><u>Laboratory: Cytotherapy Records</u></p> <p>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, donor records, procedures and reports. 21 CFR 1271.270</p>	200354	10 Years after final disposition	Confidential Destruction
<p><u>Laboratory: General Reports</u></p> <p>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 45CFR64.528(a)</p>	005334	2 Years after end of calendar year	Confidential Destruction



LIBRARY OF VIRGINIA

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

RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. GS-120

EFFECTIVE SCHEDULE DATE: 12/1/2016

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Laboratory: Quality Assurance and Quality Control Records</u> 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> 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> 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> 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

**LIBRARY OF VIRGINIA**

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

RECORDS RETENTION AND DISPOSITION SCHEDULE
 SPECIFIC SCHEDULE NO. GS-120

EFFECTIVE SCHEDULE DATE: 12/1/2016

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Lead Contamination Records</u> 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> 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> 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>Medicare and Medicaid Administration Records</u> 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> 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> 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



LIBRARY OF VIRGINIA

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

RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. GS-120

EFFECTIVE SCHEDULE DATE: 12/1/2016

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<p><u>Nursing Home Pre-Admission Screening Reports</u></p> <p>This series documents pre-admission screenings conducted prior to admission to nursing homes. This series may include, but is not limited to: reports. 49CFR164.528(a)</p>	005345	6 Years after last action	Confidential Destruction
<p><u>On-site Sewage, Alternative Discharge and Private Well Inspection and Testing Records</u></p> <p>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.</p>	200358	0 Years after no longer administratively useful	Confidential Destruction
<p><u>On-site Sewage, Alternative Discharge and Private Well Permit Records</u></p> <p>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</p>	200359	75 Years after equipment, facility, or property sold or no longer in use	Confidential Destruction
<p><u>Outbreak Containment and Investigation Records</u></p> <p>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</p>	200360	75 Years after last action	Confidential Destruction
<p><u>Patient Medical/Dental Records: Adults</u></p> <p>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. COV 42.1-79.1</p>	012504	10 Years after last action	Confidential Destruction



LIBRARY OF VIRGINIA

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

RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. GS-120

EFFECTIVE SCHEDULE DATE: 12/1/2016

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Patient Medical/Dental Records:Minors</u> 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. COV 42.1-79.1	012503	28 Years after birth	Confidential Destruction
<u>Patient Transportation Records</u> 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> 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> 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



LIBRARY OF VIRGINIA

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

RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. GS-120

EFFECTIVE SCHEDULE DATE: 12/1/2016

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Pharmacy: Inventory Control</u> 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
<u>Procedure Records: Medical</u> 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 Records</u> This series documents radiation dose information. This series may include, but is not limited to: results of surveys and bioassays, procedures for administration requiring a written directive, and calibration records for dosimetry equipment used with radiation therapy units 12VAC5-481	200365		Permanent, In Agency
<u>Radiation Protection Program Records</u> This series documents the activities of the Radiation Protection Program. This series may include, but is not limited to: program description, (authorities and responsibilities), program changes, and procedures. 12VAC5-481	200366	5 Years after end of calendar year	Confidential Destruction

**LIBRARY OF VIRGINIA**

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

RECORDS RETENTION AND DISPOSITION SCHEDULE
 SPECIFIC SCHEDULE NO. GS-120

EFFECTIVE SCHEDULE DATE: 12/1/2016

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Radioisotope Medical Use Records</u> This series documents the use of radioactive material for medical treatment. This series may include, but is not limited to: safety instructions, written directives, surveys, calibration records, concentration and dosage amount documentation, receipt and transfer records, treatment records, byproduct documentation, implant installation and removal records. 12VAC5-481	200367	3 Years after end of calendar year	Confidential Destruction
<u>Reportable Disease Surveillance and Investigation Records</u> 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> 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> 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> 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



LIBRARY OF VIRGINIA

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

RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. GS-120

EFFECTIVE SCHEDULE DATE: 12/1/2016

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Services to Clients: Non-Medical</u> 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> 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>Transplant Records</u> 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
<u>Tuberculosis: Evaluation for Presence of Tuberculosis Infection or Disease in Persons with Exposure to Rifampin-Resistant Source - Not Treated: Adults</u> 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



LIBRARY OF VIRGINIA

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

RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. GS-120

EFFECTIVE SCHEDULE DATE: 12/1/2016

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Tuberculosis: Evaluation for Presence of Tuberculosis Infection or Disease in Persons with Exposure to Rifampin-Resistant Source - Not Treated: Minors</u> 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> 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
<u>Tuberculosis: Evaluation for Presence of Tuberculosis Infection or Disease in Persons Without Exposure to Rifampin-Resistant Source - Not Treated: Minors</u> 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



LIBRARY OF VIRGINIA

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

RECORDS RETENTION AND DISPOSITION SCHEDULE
SPECIFIC SCHEDULE NO. GS-120

EFFECTIVE SCHEDULE DATE: 12/1/2016

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Tuberculosis: Treatment for Tuberculosis Infection or Disease - Not Rifampin-Resistant: Adults</u> 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> 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
<u>Tuberculosis: Treatment for Tuberculosis Infection or Disease - Rifampin-Resistant: Adults and Minors</u> 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

**LIBRARY OF VIRGINIA**

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

RECORDS RETENTION AND DISPOSITION SCHEDULE
 SPECIFIC SCHEDULE NO. GS-120

EFFECTIVE SCHEDULE DATE: 12/1/2016

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Virginia Newcomer Health Program Records</u> 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. 8USC1621	005326	5 Years after last action	Confidential Destruction
<u>Vital Records: Applications for Death Certificates</u> 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> 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> 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
<u>Women's, Infant's and Children's (WIC) Records</u> 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