

Summary of Changes

Public Health Records Retention Schedule v.4.2 (January 2021)

Formerly known as *Health Departments and Districts Records Retention Schedule*.

New Records Series Added

- Two (2) new records series have been added to this records retention schedule:
 1. **Background Checks for Return of Firearms (DAN HE2021-XXX) p.36**
“6 years after end of calendar year (Non-Archival)”
 2. **Permits, Licenses, and Approvals – Denied/Withdrawn (DAN HE2021-XXX) p.23**
“1 year after date denied/withdrawn (Non-Archival)”

Retention Changes

- None

Other Minor Changes

- Nine (9) records series have changes to their title and/or description:
 1. **Crisis Lines (DAN HE2011-000) p.5**
Rationale: Removed reference to obsolete WAC.
 2. **Drug Batch Data (DAN HE2011-053) p.54**
 3. **Permits, Licenses, and Approvals – General (was Permits and Approvals – General) (DAN HE55-01J-14) p.24**
 4. **Hazardous Waste – Chemical Site Inspections (DAN HE55-01M-02) p.16**
Rationale: Updated reference to series in the Local Government Common Records Retention Schedule (CORE).
 5. **Institutional Review Boards (IRB) – Principal Investigator Records (DAN HE2011-070) p.62**
Rationale: Removed reference to CFR requirements.
 6. **On-Site Sewage Systems – Approved Permits (was On-Site Sewage Systems – Permits) (DAN HE55-01J-18) p.22**
 7. **Public Water Systems – Bacteriological and Turbidity Analyses (DAN HE2011-023) p.31**
Rationale: Corrected reference to WAC.
 8. **Public Water Systems – Chemical Analyses (DAN HE2011-024) p.32**
Rationale: Corrected reference to WAC.
 9. **Public Water Systems – General (DAN HE55-02H-03) p.33**
Rationale: Corrected reference to WAC.

Essential Designation Changes

- None

Archival Designation Changes

- One (1) records series is being changed from “Archival (Appraisal Required)” to “Archival (Permanent Retention)”:
 1. **Burial/Cremation/Transit Permits (DAN HE55-01F-04) p.20**
- One (1) records series is being changed from “Archival (Permanent Retention)” to “Non-Archival”:
 1. **On-Site Sewage Systems – Approved Permits (was On-Site Sewage Systems – Permits) (DAN HE55-01J-18) p.22**
- One (1) records series is being changed from “Archival (Appraisal Required)” to “Non-Archival”:
 1. **Sewage Treatment Site Inspections (DAN HE55-01J-21) p.17**

Archival Series Being Revoked

- One (1) “Archival” records series is being revoked as it relates to hospitals and is already included in the *Public Hospital Districts Records Retention Schedule*:
 1. **Operative Indexes (DAN HE2011-028)**

Non-Archival Series Being Revoked

- Three (3) “Non-Archival” records series are being revoked as they are covered by another “Non-Archival” records series:
 1. **Food and Beverage Service Permits – Denied (DAN HE55-02L-04)** covered by Permits, Licenses, and Approvals – Denied/Withdrawn (DAN HE2021-XXX)
 2. **Food and Beverage Service Permits – Non-Temporary Establishments (DAN HE55-02L-02)** covered by Permits, Licenses, and Approvals – General (DAN HE55-01J-14)
 3. **Food and Beverage Service Permits – Temporary Establishments (DAN HE55-02L-03)** covered by Permits, Licenses, and Approvals – General (DAN HE55-01J-14)

Net Reduction in Records Series: 2 (from 129 series down to 127 series)