Summary of Changes

Public Health Records Retention Schedule v.4.2 (April 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 HE2021-004) p.36
     “6 years after end of calendar year (Non-Archival)”
  2. Permits, Licenses, and Approvals – Denied/Withdrawn (DAN HE2021-005) p.23
     “1 year after date denied/withdrawn (Non-Archival)”

Retention Changes

- None

Other Minor Changes

- Ten (10) 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).
     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.
     Rationale: Corrected reference to WAC.
     Rationale: Corrected reference to WAC.
10. **Sewerage Treatment Site Inspections (DAN HE55-01J-21) p.17**

   *Rationale: Added exclusion reference for inspection of on-site sewerage systems for clarity.*

**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 HE2021-005)**
  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)*