



This schedule applies to: Health Departments and Districts

Scope of records retention schedule

This records retention schedule covers the public records of Health Departments and Districts relating to the functions of public health promotion and protection, and improving access to quality health care. It is to be used in conjunction with the *Local Government Common Records Retention Schedule (CORE)*.

Disposition of public records

Public records covered by records series within this records retention schedule must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of local resources.

Public records designated as Archival or Permanent must not be destroyed. Records designated as Potentially Archival must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation. Such public records must be managed in accordance with the agency's policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with RCW 42.56. Such public records must be managed in accordance with the agency's policies and procedures for public records requests.

Revocation of previously issued records retention schedules

All previous versions of the *Health Districts and Departments General Records Retention Schedules* are revoked. Health Departments and Districts must ensure that the retention and disposition of public records is in accordance with current, approved records retention schedules.

Authority

This records retention schedule was approved by the Local Records Committee in accordance with RCW 40.14.070 on March 26, 2009.

Signature on File

For the Attorney General: Cindy Evans

Signature on File

For the State Auditor: Mark Rapozo

Signature on File

The State Archivist: Jerry Handfield



REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	December 1999	Initial version.
2.0	July 2001	Major revision.
3.0	March 26, 2009	Name changed from “ <i>Health Districts and Departments</i> ” to “ <i>Health Departments and Districts</i> ”. Records series common to all local government agencies now appear in the new <i>Local Government Common Records Retention Schedule (CORE)</i> and have been removed from this schedule. All Disposition Authority Numbers (DANs) in the <i>Health Departments and Districts Records Retention Schedule</i> now begin with the prefix “HE”; there have been no changes to titles, descriptions, retention periods, or archival designations.

SUPERSEDED

For assistance and advice in applying this records retention schedule, please contact Washington State Archives at:
recordsmanagement@secstate.wa.gov or contact your Regional Archivist.



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SUPERSEDED



1. ADMINISTRATIVE - BUSINESS OFFICE

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.1.1	ANNUAL REPORTS Statistical and/or narrative reports sent to DOH, Board of Health, and other agencies documenting agency activity and programs.	OPR	6 years - unless specified by a contract or agreement for a longer retention. Potential archival value – <i>see remarks.</i>	Destroy when obsolete or superseded.	HE55-01A-02	Contact your Regional Archivist before disposing of this record.
1.1.2	CLIENT/PATIENT FINANCIAL ASSESSMENTS	OPR	6 years.	Destroy when obsolete or superseded.	HE55-01A-03	
1.1.3	DAILY REPORTS/STATISTICAL SHEETS Report of daily activities used for monthly and annual reports, or grant reporting. Also used for State and Federal audits.	OPR	6 years.	Destroy when obsolete or superseded.	HE55-01A-05	
1.1.4	DSHS BILLING RECORDS Medical Assistance Remittance and Status Reports, and claim documents. Record of claims paid or denied by DSHS.	OFM	3 years after audit or expiration of contract, whichever is longer.	Destroy when obsolete or superseded.	HE55-01A-06	
1.1.5	EMERGENCY PRESCRIPTION FUND	OPR	6 years.	Destroy when obsolete or superseded.	HE55-01A-07	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.1.6	FEE SCHEDULES Schedule of fees charged for services.	OFM	Destroy when obsolete or superseded.	Destroy when obsolete or superseded.	HE55-01A-08	
1.1.7	HEALTH EDUCATION PROGRAM RECORDS Records of specific health educational and prevention programs offered by the agency to the public.	OFM	3 years.	Destroy when obsolete or superseded.	HE55-01A-09	
1.1.8	LICENSES ISSUED REGISTER Register of licenses issued by the agency.	OFM	Until expiration of last license listed.	Destroy when obsolete or superseded.	HE55-01A-10	
1.1.9	MONTHLY REPORTS Statistical and/or narrative reports sent to DOH, Board of Health, and other agencies documenting agency activity and programs. Also used for state and federal audits.	OPR	6 years.	Destroy when obsolete or superseded.	HE55-01A-11	
1.1.10	STAFF DEVELOPMENT PROGRAM FILES Reports and other records documenting the implementation of educational programs for staff education and development.	OFM	3 years.	Destroy when obsolete or superseded.	HE55-01A-13	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.1.11	SUBSTANCE ABUSE PROGRAM REPORT TO DOH Reports submitted to management monitoring the Substance Abuse Program.	OPR	6 years.	Destroy when obsolete or superseded.	HE55-01A-15	

SUPERSEDED



2. AGENCY MANAGEMENT

This section covers records relating to agency management which are not covered by the *Local Government Common Records Retention Schedule (CORE)*.

2.1 ADMINISTRATION (GENERAL)

The activity associated with the day-to-day operations of the agency. Includes short-term records that can be disposed of as part of normal administrative practice.

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.1.1	STATISTICAL REPORTS Agency statistical studies and reports.	OPR	6 years. Potential archival value - <i>see remarks.</i>	Destroy when obsolete or superseded.	HE50-01-32	Contact your Regional Archivist before disposing of this record.



2.2 BOARDS, COUNCILS AND COMMITTEES

The activity of documenting the business of decision-making bodies, and the administrative arrangement and support provided to them.

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.2.1	OATHS OF OFFICE ESSENTIAL RECORD – needs security microfilm backup – <i>see remarks</i> .	OPR	PERMANENT.	Destroy when obsolete or superseded.	HE50-05A-15	This records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.

SUPERSEDED



2.3 RISK MANAGEMENT / INSURANCE

The activity of identifying and mitigating risks to the local government agency.

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.3.1	INCIDENT REPORTS AND ACCIDENT CLAIMS FOR DAMAGES FILED AGAINST THE AGENCY BY OTHER PARTIES, AND BY THE AGENCY AGAINST OTHER PARTIES (CLAIMS MADE OR PER OCCURRENCE) Includes vehicle accidents.	OPR	<ul style="list-style-type: none">• For accidents/incidents involving adults NOT resulting in claims— 3 years.• For accidents/incidents involving adults resulting in claims— closure plus 6 years.• For accidents/incidents involving minors NOT resulting in claims— age of majority plus 3 years.• For accidents/incidents involving minors resulting in claims - closure plus 6 years.	Destroy when obsolete or superseded.	HE50-06C-14	
2.3.2	LIABILITY WAIVERS	OPR	Expiration or completion of activity plus 6 years.	Destroy when obsolete or superseded.	HE50-06C-28	



3. CLIENT / PATIENT HEALTH CARE

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.1.1	<p>CLIENT/PATIENT HEALTH CARE INFORMATION RECORD</p> <p>All client medical records for examinations, interviews, diagnosis, treatments, prescriptions and medications, laboratory reports, referrals, correspondence, consent forms, requests for patient files by physicians or institutions outside the agency, and all other records pertaining to a client/patients medical history. For all programs including, but not limited to:</p> <ul style="list-style-type: none">• Alcohol Treatment.• Child Care.• Child Neglect or Abuse.• Children with Special Health Care Needs.• Dental Health.• Dental Sealant Treatment.• Diabetes Treatment.• Family Planning.• Family Practice. <p>(continued on next page)</p>	OPR	<p>Clients/Patients 18 or older: 8 years after last treatment - see remarks</p> <p>Patients younger than 18: 3 years after patient's 18th birthday or 8 years after last treatment, whichever is longer - see remarks.</p>	Destroy when obsolete or superseded.	HE55-01B-01	<p>Reference RCW 4.16.350. The Washington State Supreme Court decision re: DeYoung v. Providence Medical Center has voided limitations of action and discovery previously provided by RCW 4.16.350. Contact your legal counsel and insurance provider for guidance on minimum retention policy for Client/Patient Health Care Information Records. The Washington State Medical Association is recommending 10 years after last visit, 20 years after last treatment of pregnant women and infants, or 5 years after a patient's death, whichever is longest.</p>



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
	<p>CLIENT/PATIENT HEALTH CARE INFORMATION RECORD <i>(continued from previous page)</i></p> <ul style="list-style-type: none">• General Clinic.• HIV.• Immunizations.• Maternal/Parent – Child Health.• Maternity.• Mental Health Treatment.• Methadone Treatment.• Phenylketonuria.• Physical Exams.• Rheumatic Fever.• Sexually Transmitted Diseases (STD).• Tuberculosis.• Well Child.• Women, Infants & Children.				HE55-01B-01 <i>(continued from previous page)</i>	

SUPERSEDED



4. ENVIRONMENTAL HEALTH

4.1 BUILDINGS AND PROPERTY						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.1.1	BUILDING PLAN APPROVALS Approvals of plans for new buildings and homes, and of plans for additions or alterations.	OPR	6 years.	Destroy when obsolete or superseded.	HE55-01J-01	
4.1.2	CLOSED SOLID WASTE LANDFILL FILES Records for closed sites.	OPR	PERMANENT. Potential archival value - <i>see remarks.</i>	Destroy when obsolete or superseded.	HE55-01J-02	Contact your Regional Archivist.
4.1.3	CONDEMNATION ORDERS Records of buildings condemned as being unsafe or otherwise not in compliance with local ordinances.	OPR	6 years.	Destroy when obsolete or superseded.	HE55-01J-03	
4.1.4	DEMOLITION ORDERS Orders for the demolition of unsafe structures.	OPR	6 years.	Destroy when obsolete or superseded.	HE55-01J-04	
4.1.5	ESTABLISHMENT REGISTER List of business establishments within agency jurisdiction subject to periodic inspections.	OFM	Destroy when obsolete or superseded. Potential archival value - <i>see remarks.</i>	Destroy when obsolete or superseded.	HE55-01J-05	Contact your Regional Archivist before destroying this record.



4.1 BUILDINGS AND PROPERTY

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.1.6	FEDERAL HOUSING AUTHORITY INSPECTIONS Inspections of houses conducted by the FHA.	OPR	6 years.	Destroy when obsolete or superseded.	HE55-01J-06	
4.1.7	GAS PIPING PERMITS Permits to install gas piping. Includes piping diagrams.	OPR	6 years.	Destroy when obsolete or superseded.	HE55-01J-07	
4.1.8	INSPECTION REPORTS Includes dumps, recycling, landfills, incinerators, sludge, and other types of solid waste disposal sites.	OPR	PERMANENT.	Destroy when obsolete or superseded.	HE55-01J-08	
4.1.9	LIVING ENVIRONMENT INSPECTIONS Campsites, swimming pools (public or semi-public), spas, swimming beaches, farm worker housing, recreational facilities, etc.	OPR	6 years after the close of the facility or site.	Destroy when obsolete or superseded.	HE55-01J-09	
4.1.10	ORDINANCES IN EFFECT City, county, state, and federal ordinances regarding buildings and property standards.	OFM	Destroy when obsolete or superseded.	Destroy when obsolete or superseded.	HE55-01J-10	



4.1 BUILDINGS AND PROPERTY

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.1.11	PARKS AND RECREATION FACILITY INSPECTIONS Public facilities inspections.	OPR	6 years.	Destroy when obsolete or superseded.	HE55-01J-11	
4.1.12	PERK TESTS Perk tests for public and private land to determine suitability for septic tank installation.	OPR	PERMANENT.	Destroy when obsolete or superseded.	HE55-01J-12	
4.1.13	PERMIT AND APPROVAL SUMMARIES Summary record of permits and approvals issued.	OPR	PERMANENT.	Destroy when obsolete or superseded.	HE55-01J-13	
4.1.14	PERMITS AND APPROVALS All other permits and approvals pertaining to buildings and property including but not limited to: Animal shelters, stables, stockyards, camps (summer, labor, penal, church, etc.), boarding homes, dairies, food processing plants, hospitals, schools, nursing homes, homes for the aged, hotels, dormitories, resorts, schools, etc.	OPR	6 years.	Destroy when obsolete or superseded.	HE55-01J-14	



4.1 BUILDINGS AND PROPERTY

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.1.15	PLANNING DEPARTMENT RECOMMENDATIONS Reports, criteria, and recommendations from the agency to the Planning Department on health related issues.	OPR	6 years.	Destroy when obsolete or superseded.	HE55-01J-15	
4.1.16	PLUMBING PERMITS Permits to install plumbing.	OPR	6 years.	Destroy when obsolete or superseded.	HE55-01J-16	
4.1.17	SCHOOL BUILDING INSPECTIONS	OPR	6 years.	Destroy when obsolete or superseded.	HE55-01J-17	
4.1.18	SEPTIC SYSTEM APPROVALS AND PERMITS For the installation of septic systems.	OPR	PERMANENT.	Destroy when obsolete or superseded.	HE55-01J-18	
4.1.19	SEPTIC SYSTEM LAPSED PERMIT Files pertaining to permits issued but not used.	OPR	PERMANENT.	Destroy when obsolete or superseded.	HE55-01J-19	
4.1.20	SEPTIC SYSTEM PERMITS DISAPPROVED Files pertaining to permit applications that were disapproved.	OPR	PERMANENT.	Destroy when obsolete or superseded.	HE55-01J-20	



4.1 BUILDINGS AND PROPERTY

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.1.21	SEWAGE TREATMENT SITE INSPECTIONS Includes public and private sewage treatment sites.	OPR	PERMANENT.	Destroy when obsolete or superseded.	HE55-01J-21	
4.1.22	SEWER INSPECTIONS PUBLIC AND PRIVATE	OPR	6 years.	Destroy when obsolete or superseded.	HE55-01J-22	
4.1.23	SOLID WASTE LANDFILL PERMITS Includes permit applications, variance requests, plans, monitoring records, test results, and related correspondence.	OPR	PERMANENT Potential archival value - see remarks.	Destroy when obsolete or superseded.	HE55-01J-23	Contact your Regional Archivist.
4.1.24	SOLID WASTE TRANSFER STATION FILES Files pertaining to the approval of transfer stations. Includes drop box plans, copies of permits, correspondence and related records.	OPR	PERMANENT.	Destroy when obsolete or superseded.	HE55-01J-24	
4.1.25	WATER SUPPLY SYSTEM APPROVALS PUBLIC AND PRIVATE Approvals and ongoing inspections private and public water supply systems, including sources, distribution systems, filtering, treatment installations, and water quality analysis.	OPR	PERMANENT.	Destroy when obsolete or superseded.	HE55-01J-25	



4.1 BUILDINGS AND PROPERTY

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.1.26	WATER WELL LOGS Water well reports submitted to the State.	OPR	6 years.	Destroy when obsolete or superseded.	HE55-01J-26	

SUPERSEDED



4.2 COMPLAINTS, INVESTIGATIONS, AND REPORTS

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.2.1	AIR POLLUTION REPORTS Record of readings of air pollution levels.	OPR	6 years. Potential archival value - <i>see remarks.</i>	Destroy when obsolete or superseded.	HE55-01K-01	Department of Ecology holds primary copy. Contact your Regional Archivist before disposing of this record.
4.2.2	COMPLAINTS FILED Files of complaints submitted to the environmental health division. Includes nature of report, record of investigations, and results.	OPR	6 years.	Destroy when obsolete or superseded.	HE55-01K-02	
4.2.3	COMPLAINTS RESULTING IN COURT ACTION Files of complaints resulting in court action or used as evidence in court cases.	OPR	6 years after completion of legal action. Potential archival value - <i>see remarks.</i>	Destroy when obsolete or superseded.	HE55-01K-03	Contact your Regional Archivist before disposing of this record.
4.2.4	NUISANCE REPORT LOG Record of nuisance reports logged.	OFM	2 years.	Destroy when obsolete or superseded.	HE55-01K-04	
4.2.5	VECTOR CONTROL RECORDS Inspections for rodent and other types of pest infestations.	OPR	6 years.	Destroy when obsolete or superseded.	HE55-01K-05	



4.3 FOOD AND DAIRY

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.3.1	DAIRY INSPECTIONS Includes sanitation, disease control, bacteria counts, animal infections, radioactivity levels in products, and records of disease.	OPR	6 years.	Destroy when obsolete or superseded.	HE55-02L-01	
4.3.2	FOOD AND BEVERAGE SERVICE PERMITS Includes permits and other files related to premises.	OPR	6 years after the close of the establishment.	Destroy when obsolete or superseded.	HE55-02L-02	
4.3.3	FOOD AND BEVERAGE SERVICE PERMITS – TEMPORARY	OFM	6 years after expiration of temporary permit.	Destroy when obsolete or superseded.	HE55-02L-03	
4.3.4	FOOD AND BEVERAGE SERVICE PERMITS DENIED Related applications, correspondence, etc.	OFM	1 year.	Destroy when obsolete or superseded.	HE55-02L-04	
4.3.5	FOOD BORNE ILLNESS COMPLAINTS AND INVESTIGATION FILES Records of investigations and actions.	OPR	6 years after resolution.	Destroy when obsolete or superseded.	HE55-02L-05	
4.3.6	FOOD HANDLER LICENSES	OFM	Until license expires or is superseded.	Destroy when obsolete or superseded.	HE55-02L-06	



4.3 FOOD AND DAIRY

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.3.7	FOOD INSPECTIONS Inspections and lab analysis of food in processing plants retail establishments, restaurants, etc.	OPR	6 years.	Destroy when obsolete or superseded.	HE55-02L-07	
4.3.8	MEAT INSPECTIONS Includes carcass inspection reports, meat plant inspection reports, and meat vehicle inspection reports.	OPR	6 years.	Destroy when obsolete or superseded.	HE55-02L-08	

SUPERSEDED



4.4 HAZARDOUS WASTE

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.4.1	BUSINESS AUDITS Documentation of visits to businesses responsible for creating hazardous waste.	OPR	6 years. Potential archival value - <i>see remarks</i>	Destroy when obsolete or superseded.	HE55-01M-01	Contact your Regional Archivist before disposing of this record.
4.4.2	CHEMICAL SITE INSPECTIONS Inspections of sites, which may be potential environmental or health hazards.	OPR	PERMANENT. Potential Archival value - <i>see remarks</i> .	Destroy when obsolete or superseded.	HE55-01M-02	Contact your Regional Archivist.
4.4.3	WASTE COLLECTORS AUDIT Documentation of inspections of hazardous waste collectors.	OPR	6 years.	Destroy when obsolete or superseded.	HE55-01M-03	
4.4.4	WASTE PERMITS Public and private agencies applications, approvals, correspondence, etc., for disposal of contaminated soils and other industrial waste. Used to verify materials being disposed of.	OPR	PERMANENT.	Destroy when obsolete or superseded.	HE55-01M-04	



5. HUMAN RESOURCE MANAGEMENT

This section covers records relating to human resource management which are not covered by the *Local Government Common Records Retention Schedule (CORE)*.

5.1 INDUSTRIAL INSURANCE

The activity relating to the coverage of medical expenses and salary compensation for work related injuries and illnesses.

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
5.1.1	ACCIDENT/INCIDENT REPORTS - EMPLOYEES - INSURED BY AGENCY OR NOT REPORTABLE TO LABOR AND INDUSTRIES	OPR	<ul style="list-style-type: none">• For accidents/incidents involving adults NOT resulting in claims— 3 years.• For accidents/incidents involving adults resulting in claims— closure plus 6 years.• For accidents/incidents involving minors NOT resulting in claims— age of majority plus 3 years.• For accidents/incidents involving minors resulting in claims - closure plus 6 years.	Destroy when obsolete or superseded.	HE50-06C-02	The Local Records Committee suggests that policies, which allow claims retroactive to their period of coverage, should be retained permanently. Consult your risk manager.



5.1 INDUSTRIAL INSURANCE

The activity relating to the coverage of medical expenses and salary compensation for work related injuries and illnesses.

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
5.1.2	ACCIDENT/INCIDENT REPORTS - EMPLOYEES - INSURED THROUGH LABOR & INDUSTRIES Made out by employee, supervisor and/or doctor. Includes in-house reports and other reports, which are submitted to other agencies as necessary.	OPR	<ul style="list-style-type: none">• For accidents/incidents involving adults NOT resulting in claims— 3 years.• For accidents/incidents involving adults resulting in claims— closure plus 6 years.• For accidents/incidents involving minors NOT resulting in claims— age of majority plus 3 years.• For accidents/incidents involving minors resulting in claims - closure plus 6 years.	Destroy when obsolete or superseded.	HE50-06C-03	The Local Records Committee suggests that policies, which allow claims retroactive to their period of coverage, should be retained permanently. Consult your risk manager.



6. LABORATORY

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
6.1.1	CLINICAL INSTRUMENT/METHOD VALIDATION STUDIES	OFM	Life of the instrument/method plus 2 years.	Destroy when obsolete superseded	HE55-02H-01	Reference WAC 246-338-070 and Table 070(1), Published in 2000.
6.1.2	CLINICAL LAB RECORDS <ul style="list-style-type: none">• Test requisitions or equivalent.• Test records.• Test reports.• Quality control records.• Quality assurance records.• Hard copy of report, or ability to reproduce a copy, for all specimens referred for testing.• Discontinued procedures for all specialty areas.	OFM	2 years.	Destroy when obsolete or superseded.	HE55-02H-02	Clinical Lab records must be maintained as described in WAC 246-338-070 "Medical Test Site Rules – Records" and Table 070(1), Published in 2000.
6.1.3	WATER REPORTS Analytical records including all raw data, calculations, quality control data, instrument logs and maintenance.	OFM	5 years.	Destroy when obsolete or superseded.	HE55-02H-03	Reference EPA Manual for the Certification of Laboratories Analyzing Drinking Water, 4 th edition, section 8 of Chapters IV (Chemistry) and V (Microbiology).



7. NURSING ADMINISTRATION

7.1 CLINIC						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
7.1.1	ADVICE NURSE & TRIAGE LOGS Phone logs documenting questions and actions taken.	OFM	2 years.	Destroy when obsolete or superseded.	HE55-01C-01	
7.1.2	ALCOHOLISM SCREENING FILES Logs of screening programs including test results, diagnosis, and recommendations.	OFM	2 years.	Destroy when obsolete or superseded.	HE55-01C-02	
7.1.3	ALCOHOLISM TREATMENT SUMMARY Summary sent to DOH documenting Health District/Department activity.	OFM	1 year.	Destroy when obsolete or superseded.	HE55-01C-03	
7.1.4	APPOINTMENT BOOKS AND REGISTERS Record of patients seen, health providers, and programs or services.	OFM	2 years.	Destroy when obsolete or superseded.	HE55-01C-04	
7.1.5	CANCER PATIENT SCREENING RECORDS Logs of x-ray, cytology, sputum cytology and other screening programs, including test results, diagnosis and recommendations.	OFM	2 years.	Destroy when obsolete or superseded.	HE55-01C-05	



7.1 CLINIC						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
7.1.6	CANCER TREATMENT SUMMARY Summary sent to DSHS documenting Health District/Department activity.	OFM	1 year.	Destroy when obsolete or superseded.	HE55-01C-06	
7.1.7	CARDIAC SCREENING AND SUSPECT LOGS Test results, diagnosis, recommendations, and referrals.	OFM	2 years.	Destroy when obsolete or superseded.	HE55-01C-07	
7.1.8	DIABETES SCREENING AND SUSPECT LOGS Test results, diagnosis, recommendations, and referrals.	OFM	2 years.	Destroy when obsolete or superseded.	HE55-01C-08	
7.1.9	GLAUCOMA SCREENING AND SUSPECT LOGS Test results, diagnosis, recommendations, and referrals.	OFM	2 years.	Destroy when obsolete or superseded.	HE55-01C-09	
7.1.10	HOME NURSING REGISTER Register of home nursing visits and level of care.	OFM	2 years.	Destroy when obsolete or superseded.	HE55-01C-10	
7.1.11	HYPERTENSION SCREENING AND SUSPECT LOGS Test results, diagnosis, recommendations, and referrals.	OFM	2 years.	Destroy when obsolete or superseded.	HE55-01C-11	



7.1 CLINIC

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
7.1.12	MEDICATION LOGS Records of drugs dispensed in clinic operations.	OPR	6 years.	Destroy when obsolete or superseded.	HE55-01C-12	
7.1.13	PARTICIPANT SURVEYS Client surveys for assessment and research or operational evaluations.	OFM	1 year; or as per contract.	Destroy when obsolete or superseded.	HE55-01C-13	
7.1.14	PATIENT ELIGIBILITY RECORDS Records used for determining patients' eligibility for State funded services.	OFM	3 years after audit.	Destroy when obsolete or superseded.	HE55-01C-14	Original copy held by DOH/DSHS
7.1.15	PREGNANCY TEST LOG Statistical information pertinent to pregnancy testing.	OFM	2 years.	Destroy when obsolete or superseded.	HE55-01C-15	
7.1.16	REFERRALS All types from private practices or other agencies unable to locate or refuse services.	OFM	2 years.	Destroy when obsolete or superseded.	HE55-01C-16	
7.1.17	VACCINE ACCOUNTABILITY RECORD Record of the disposition of vaccines.	OPR	6 years.	Destroy when obsolete or superseded.	HE55-01C-17	



7.1 CLINIC

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
7.1.18	VACCINE INFORMATION STATEMENTS Distributed by Department of Health for further distribution to local private providers. Shown to parents of children being immunized. Form changes frequently and was previously known as the Important Information Statement.	OFM	Until superseded.	Destroy when obsolete or superseded.	HE55-01C-18	Original at DOH

SUPERSEDED



7.1 CLINIC

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
7.1.19	VACCINE REACTION REPORT Form completed if a patient has a severe reaction to a vaccine.	OPR	Patients 18 years or older: 8 years after last treatment. Patients younger than 18 years of age: 8 years after patient's 18th birthday.	Destroy when obsolete or superseded.	HE55-01C-19	Center for Disease Control, Atlanta receives a copy. DOH receives a copy The Washington State Supreme Court decision re: DeYoung v. Providence Medical Center has voided limitations of action and discovery previously provided by RCW 4.16.350. Contact your legal counsel and insurance provider for guidance on minimum retention policy for Vaccine Reaction Reports. The Washington State Medical Association is recommending 10 years after last visit, 20 years after last treatment of pregnant women and infants, or 5 years after a patient's death, whichever is longest.



7.1 CLINIC

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
7.1.20	VACCINE SIGN OUT RECORD Documentation of transfer of vaccines from agency to private physicians. Record includes form by which physician certifies that certain procedures will be followed.	OPR	6 years.	Destroy when obsolete or superseded.	HE55-01C-20	
7.1.21	YOUTH VIOLENCE NETWORK REPORTS Files documenting community based programs.	OFM	2 years.	Destroy when obsolete or superseded.	HE55-01C-21	



7.2 COMMUNICABLE AND INFECTIOUS DISEASES

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
7.2.1	ANIMAL BITE REPORTS Reports to health officers regarding all animal bites.	OPR	6 years.	Destroy when obsolete or superseded.	HE55-01D-01	
7.2.2	ANIMAL TREATMENT RECORDS Treatment of diseased animals.	OPR	6 years.	Destroy when obsolete or superseded.	HE55-01D-02	
7.2.3	BIOLOGICS INVENTORY AND DISTRIBUTION RECORD Distribution and inventory record of drugs used in disease control	OPR	6 years.	Destroy when obsolete or superseded.	HE55-01D-03	
7.2.4	CASE LOGS List of diseases reported.	OFM	2 years.	Destroy when obsolete or superseded.	HE55-01D-04	
7.2.5	EPIDEMIOLOGIC RECORDS AND REPORTS Records and reports of disease outbreak, response, treatment methods used, demographic and diagnostic data, and other pertinent information.	OPR	6 years. Potential archival value - <i>see remarks.</i>	Destroy when obsolete or superseded.	HE55-01D-05	Contact your Regional Archivist before disposing of this record. DOH may receive a copy of this report.



7.2 COMMUNICABLE AND INFECTIOUS DISEASES

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
7.2.6	FOOD BORNE ILLNESS COMPLAINTS AND INVESTIGATIONS Files of food poisoning complaints, results of investigations and action taken.	OPR	6 years.	Destroy when obsolete or superseded.	HE55-01D-06	
7.2.7	HIV TEST REPORTS Anonymous testing reports from the State Lab. Contains no patient identification information.	OFM	2 years.	Destroy when obsolete or superseded.	HE55-01D-07	
7.2.8	HIV TESTING AND REFERRAL Screening and referrals. If patient receives services other than screening and referral, record becomes part of the Client/Patient Health Care Information Record.	OFM	2 years.	Destroy when obsolete or superseded.	HE55-01D-08	
7.2.9	INVESTIGATION REPORTS Reports of investigations such as communicable diseases and outbreaks.	OPR	6 years.	Destroy when obsolete or superseded.	HE55-01D-09	



7.2 COMMUNICABLE AND INFECTIOUS DISEASES

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
7.2.10	OCCUPATIONAL EXPOSURE TO COMMUNICABLE DISEASE Includes records of evaluation of exposure to blood borne pathogens, tuberculosis, and other communicable diseases.	OPR	Duration of employment plus 30 years.	Destroy when obsolete or superseded.	HE55-01D-10	Reference WAC 296-62-05207
7.2.11	SEXUALLY TRANSMITTED DISEASE (STD) SCREENING AND SUSPECT REGISTERS Record of screening programs including test results. If patient receives services other than screening and referral, record becomes part of the Client/Patient Information Record.	OFM	2 years.	Destroy when obsolete or superseded.	HE55-01D-11	
7.2.12	STD CASE AND CONTACT REGISTER Register of infected patients and lists of contacts.	OFM	2 years.	Destroy when obsolete or superseded.	HE55-01D-12	
7.2.13	STD CASE REPORTS Includes diagnosis, disease stage, demographic data, location of infected patient, and other pertinent information.	OFM	2 years.	Destroy when obsolete or superseded.	HE55-01D-13	DOH receives a copy.
7.2.14	SYPHILIS POSITIVE SEROLOGY REPORTS Reports initiated or received by Local Health Jurisdiction.	OFM	2 years.	Destroy when obsolete or superseded.	HE55-01D-14	DOH receives a copy and maintains registry.



7.2 COMMUNICABLE AND INFECTIOUS DISEASES

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
7.2.15	TUBERCULOSIS CASES AND CONTACT REGISTER Register of active and inactive cases with lists of contacts.	OPR	10 years.	Destroy when obsolete or superseded.	HE55-01D-15	Reference RCW 70.28.020.
7.2.16	TUBERCULOSIS SCREENING AND SUSPECT REGISTERS Register of screening programs including x-rays, test results, diagnosis, recommendations, and referrals.	OFM	2 years.	Destroy when obsolete or superseded.	HE55-01D-16	
7.2.17	TUBERCULOSIS TREATMENT SUMMARY Reports to DOH on active and inactive TB cases in each county.	OFM	2 years.	Destroy when obsolete or superseded.	HE55-01D-17	DOH receives a copy.
7.2.18	TYPHOID FEVER CARRIER RECORDS AND AGREEMENTS Records of carriers of typhoid fever and agreements signed by them in regard to disease control.	OPR	Death plus 6 years.	Destroy when obsolete or superseded.	HE55-01D-18	



7.3 DENTAL HEALTH

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
7.3.1	DENTAL HEALTH SCREENING FILES Records of screening programs conducted in the health clinic, local schools, and for other agencies. Includes diagnosis, records of consultations, and referrals. If patient receives services other than screening and referral, file becomes part of the Client/Patient Health Care Information Record.	OFM	2 years.	Destroy when obsolete or superseded.	HE55-01E-01	

SUPERSEDED



7.4 MATERNAL / PARENT CHILD HEALTH

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
7.4.1	CHILD NEGLECT OR ABUSE REPORTS Report documenting abuse or neglect of child or mentally retarded adult.	OPR	8 years after close of file. For minors, 3 years after the 18th birthday or 8 years after the close of file, whichever is longer.	Destroy when obsolete or superseded.	HE55-01G-01	
7.4.2	MATERNAL REFERRAL RECORDS Patients referred to or referred from a local health jurisdiction without patient contact.	OFM	2 years.	Destroy when obsolete or superseded.	HE55-01G-03	
7.4.3	PASSPORT PROGRAM INTERAGENCY WORK ORDERS For DSHS foster care for children - assessments of healthcare needs.	OFM	Expiration of work order plus 5 years.	Destroy when obsolete or superseded.	HE55-01G-04	
7.4.4	REGISTER OF CASES AND TREATMENTS For all Maternal and Child Health Care programs including special needs children.	OFM	2 years.	Destroy when obsolete or superseded.	HE55-01G-05	
7.4.5	SCREENING AND REFERRAL RECORDS Screening, consultation, and referral programs conducted for schools, childcare facilities, and for individual children.	OFM	2 years.	Destroy when obsolete or superseded.	HE55-01G-06	



7.5 WOMEN, INFANTS AND CHILDREN

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
7.5.1	APPOINTMENT REGISTER REV: New DAN assigned. (Original DAN GS55-01F-01 was a duplicate.) 03/2009	OFM	3 years.	Destroy when obsolete or superseded.	HE55-01W-01	Reference: WIC Program Consolidated Regulations 7 CFR Ch. 11, Section 246.25(a).
7.5.2	CONTRACT ADMINISTRATION FILES May include billing requests, expenditure reports, check registers and transmittals, time studies, and any other financial and contractual documentation. REV: New DAN assigned. (Original DAN GS55-01F-02 was a duplicate.) 03/2009	OFM	4 years.	Destroy when obsolete or superseded.	HE55-01W-02	Reference: WIC Program Consolidated Regulations 7 CFR Ch. 11, Section 246.25(a).
7.5.3	ENDORSER CROSS REFERENCING REPORTS, BREASTFEEDING REPORTS, OUTSTANDING FOOD INSTRUMENT REPORTS, PARTICIPANT SUMMARY REPORTS REV: New DAN assigned. (Original DAN GS55-01F-03 was a duplicate.) 03/2009	OFM	Until superseded.*	Destroy when obsolete or superseded.	HE55-01W-03	*The contractor has the option to discard or retain these files.
7.5.4	INELIGIBLE PATIENT CLIENT FILES REV: New DAN assigned. (Original DAN GS55-01F-04 was a duplicate.) 03/2009	OFM	4 years.	Destroy when obsolete or superseded.	HE55-01W-04	Reference: WIC Program Consolidated Regulations 7 CFR Ch. 11, Section 246.25(a).



7.5 WOMEN, INFANTS AND CHILDREN

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
7.5.5	PARAPROFESSIONAL COMPETENCY CERTIFICATION DOCUMENTS REV: New DAN assigned. (Original DAN GS55-01F-05 was a duplicate.) 03/2009	OPR	4 years after termination.	Destroy when obsolete or superseded.	HE55-01W-05	Reference: WIC Program Consolidated Regulations 7 CFR Ch. 11, Section 246.25(a).
7.5.6	QUESTIONABLE FOOD INSTRUMENT REPORTS REV: New DAN assigned. (Original DAN GS55-01F-06 was a duplicate.) 03/2009	OFM	4 years.	Destroy when obsolete or superseded.	HE55-01W-06	Reference: WIC Program Consolidated Regulations 7 CFR Ch. 11, Section 246.25(a).
7.5.7	STATISTICAL SUMMARIES REV: New DAN assigned. (Original DAN GS55-01F-07 was a duplicate.) 03/2009	OFM	3 years. Potential Archival Value – <i>see remarks</i>	Destroy when obsolete or superseded.	HE55-01W-07	Reference: WIC Program Consolidated Regulations 7 CFR Ch. 11, Section 246.25(a). Contact your Regional Archivist before disposing of this record.
7.5.8	TRANSFER/VOC TRANSMITTALS AND REGISTER REV: New DAN assigned. (Original DAN GS55-01F-08 was a duplicate.) 03/2009	OFM	4 years.	Destroy when obsolete or superseded.	HE55-01W-08	Reference: WIC Program Consolidated Regulations 7 CFR Ch. 11, Section 246.25(a).
7.5.9	VOTER REGISTRATION STATUS FORMS REV: New DAN assigned. (Original DAN GS55-01F-09 was a duplicate.) 03/2009	OFM	2 years.	Destroy when obsolete or superseded.	HE55-01W-09	



7.5 WOMEN, INFANTS AND CHILDREN

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
7.5.10	WAITING LISTS REV: New DAN assigned (with "W") for uniformity. (Original DAN GS55-01F-10.) 03/2009	OFM	3 years.	Destroy when obsolete or superseded.	HE55-01W-10	Reference: WIC Program Consolidated Regulations 7 CFR Ch. 11, Section 246.25(a).

SUPERSEDED



8. SOCIAL SERVICES

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.1.1	CLIENT CASE FILES (TREATMENT COMPLETED AND CASE CLOSED) – SOCIAL SERVICES ESSENTIAL RECORD - needs security backup - <i>see remarks</i> .	OPR	Adults: 8 years. Minors: 8 years, or 3 years past age of majority, whichever is longer.	Destroy when obsolete or superseded.	HE50-25-02	Reference RCW 4.16.350. This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
8.1.2	CLIENT SCREENING AND REFERRAL FILES (COMPLETED AND CLOSED) – SOCIAL SERVICES ESSENTIAL RECORD - needs security backup - <i>see remarks</i> .	OPR	10 years.	Destroy when obsolete or superseded.	HE50-25-03	Reference RCW 4.16.350. This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
8.1.3	FACILITIES INSPECTIONS AND CERTIFICATIONS – SOCIAL SERVICES ESSENTIAL RECORD - needs security backup - <i>see remarks</i> .	OPR	Until superseded or terminated plus 6 years.	Destroy when obsolete or superseded.	HE50-25-04	This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
8.1.4	INVOLUNTARY COMMITMENT CASE FILES – SOCIAL SERVICES (PROCEEDINGS COMPLETED AND CASE CLOSED)	OFM	Superior Court retains the primary copy.	10 years	HE50-25-05	Reference RCW 4.16.350.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.1.5	PROJECT FILES – SOCIAL SERVICES	OPR	Completion of project plus 6 years. Potential archival value - <i>see remarks.</i>	Destroy when obsolete or superseded.	HE50-25-06	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
8.1.6	STATISTICAL REPORTS TO DEPARTMENT OF SOCIAL AND HEALTH SERVICES OR OTHER SUCH AGENCIES – SOCIAL SERVICES	OFM	2 years. Potential archival value - <i>see remarks.</i>	Destroy when obsolete or superseded.	HE50-25-07	Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.



9. VITAL STATISTICS

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
9.1.1	AFFIDAVIT OF CORRECTION AUTHORIZATION <i>Note: DAN GS55-01F-01 was also assigned to APPOINTMENT REGISTER (which has been changed to DAN HE55-01W-01). 03/2009</i>	OPR	PERMANENT – may be attached to the original certificate copy.		HE55-01F-01	DOH retains official copy.
9.1.2	APPLICATION OR REQUEST FOR CERTIFIED COPY OF BIRTH OR DEATH CERTIFICATE <i>Note: DAN GS55-01F-02 was also assigned to CONTRACT ADMINISTRATION FILES (which has been changed to DAN HE55-01W-02). 03/2009</i>	OFM	2 years.	Destroy when obsolete or superseded.	HE55-01F-02	



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
9.1.3	BIRTH CERTIFICATES <i>Note: DAN GS55-01F-03 was also assigned to ENDORSER CROSS REFERENCING REPORTS, BREASTFEEDING REPORTS, OUTSTANDING FOOD INSTRUMENT REPORTS, PARTICIPANT SUMMARY REPORTS (which has been changed to DAN HE55-01W-03). 03/2009</i>	OPR	PERMANENT Copy - now filed electronically with the DEPARTMENT OF HEALTH. Potential archival value - see remarks.	See remarks.	HE55-01F-03	DOH retains the official permanent copy, except prior to July 1907, which may be available at the county level if filed. Pre-1907 certificates may be transferred to State Archives custody – contact your Regional Archivist. Copies of certificates after 1907 may be transferred to State Archives after filing with DOH – contact your Regional Archivist.
9.1.4	BURIAL/CREMATION/TRANSIT PERMITS - FIRST CLASS CITY/COUNTY HEALTH DISTRICTS <i>Note: DAN GS55-01F-04 was also assigned to INELIGIBLE PATIENT CLIENT FILES (which has been changed to DAN HE55-01W-04). 03/2009</i>	OFM	1 year. Potential archival value - see remarks.	Destroy when obsolete or superseded.	HE55-01F-04	Upon completion of retention may be transferred to the State Archives – contact your Regional Archivist.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
9.1.5	BURIAL/CREMATION/TRANSIT PERMITS - NON FIRST CLASS HEALTH DISTRICTS <i>Note: DAN GS55-01F-05 was also assigned to PARAPROFESSIONAL COMPETENCY CERTIFICATION DOCUMENTS (which has been changed to DAN HE55-01W-05). 03/2009</i>	OFM	2 years. Potential archival value - see remarks.	Destroy when obsolete or superseded.	HE55-01F-05	Upon completion of retention may be transferred to the State Archives – contact your Regional Archivist.
9.1.6	DEATH CERTIFICATES <i>Note: DAN GS55-01F-06 was also assigned to QUESTIONABLE FOOD INSTRUMENT REPORTS (which has been changed to DAN HE55-01W-06). 03/2009</i>	OPR	PERMANENT. Potential archival value - see remarks.	See remarks	HE55-01F-06	DOH retains the official permanent copy, except prior to July 1907, which may be available at the county level if filed. Pre-1907 certificates may be transferred to State Archives custody – contact your Regional Archivist. Copies of certificates after 1907 may be transferred to State Archives after filing with DOH – contact your Regional Archivist.
9.1.7	FETAL DEATH CERTIFICATES <i>Note: DAN GS55-01F-07 was also assigned to STATISTICAL SUMMARIES (which has been changed to DAN HE55-01W-07). 03/2009</i>	OPR	PERMANENT.		HE55-01F-07	DOH retains official copy.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
9.1.8	INDEXES TO VITAL STATISTICS CERTIFICATES <i>Note: DAN GS55-01F-08 was also assigned to VOTER REGISTRATION STATUS FORMS (which has been changed to DAN HE55-01W-08). 03/2009</i>	OPR	PERMANENT. Potential archival value - see remarks.		HE55-01F-08	Contact your Regional Archivist before destroying this record.
9.1.9	INTER AND DISINTER PERMITS <i>Note: DAN GS55-01F-09 was also assigned to WAITING LISTS (which has been changed to DAN HE55-01W-09). 03/2009</i>	OPR	6 years. Potential archival value - see remarks.	See remarks	HE55-01F-09	Contact your Regional Archivist before destroying this record.



LEGACY RECORDS

These are records no longer created and/or received by Health Departments and Districts; however, Health Departments and Districts may still hold some of these records.

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1	HIGH PRIORITY INFANT TRACKING SHEETS	OPR	8 years after close of file.	Destroy when obsolete or superseded.	HE55-01G-02	Program closed. Records to be kept until retention requirements are satisfied.

SUPERSEDED



GLOSSARY

<i>Archival</i>	<i>Public records which possess enduring legal and/or historic value and must not be destroyed. Local government agencies must either transfer these records to Washington State Archives or retain and preserve these records according to archival best practices until such time as they are transferred to Washington State Archives.</i>
<i>Essential</i>	<i>Public records that local government agencies must have to maintain or resume business continuity following a disaster. The retention requirements for these records may range from very short-term to archival, but are necessary for an agency to resume its core functions following a disaster.</i>
	<i>Security backups of these public records must be created and deposited with Washington State Archives in accordance with RCW 40.10.</i>
<i>OFM</i>	<i>Public records which have been designated as "Office Files and Memoranda" for the purposes of RCW 40.14.010.</i>
<i>OPR</i>	<i>Public records which have been designated as "Official Public Records" for the purposes of RCW 40.14.010.</i>
<i>Permanent</i>	<i>These records must not be destroyed. Permanent records which are not designated as archival or potentially archival must remain in the agency's legal custody.</i>
<i>Potential Archival Value and Potentially Archival</i>	<i>Public records whose enduring legal and/or historic value must be appraised by Washington State Archives on an individual basis. Public records will be reviewed for sampling/selective retention by archivists from Washington State Archives. Records not selected for retention by Washington State Archives may be disposed of after appraisal.</i>
<i>Record Series</i>	<i>A group of records, performing a specific function, which is used as a unit, filed as a unit, and may be transferred or destroyed as a unit. A records series may consist of a single type of form or a number of different types of documents that are filed together to document a specific function.</i>



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