

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC - 3 Required by LGRP
	<b><u>Environmental Health</u></b> <b><u>Division</u></b>				<input type="checkbox"/>
<b>ENV-01</b>	<b>License Applications and Transmittals</b> Related to all environmental license applications, including, but not limited to food, camps, tattoo, Recreation, Private Water, Sewage, etc.	6 months after ODH/ODA audit	Paper and/or Electronic		<input type="checkbox"/>
<b>ENV-02</b>	<b>Program Surveys</b> Documentation related to compliance audits conducted by ODH and ODA	6 years	Paper and/or Electronic		<input type="checkbox"/>
<b>ENV-03</b>	<b>Inspection Forms, Complaints, Foodborne/Waterborne Illness Investigations</b> Documentation related to all types of environmental inspections performed. Maintained in HDIS and environmental department illness investigations report	5 years, and after state survey (if required)	Paper and/or Electronic		<input type="checkbox"/>
<b>ENV-04</b>	<b>Closed Operations</b> Documentation including, but not limited to initial approved plans received by this office, correspondence regarding plans and site development, and licensure paperwork regarding closed operation	5 years, after closure	Paper and/or Electronic		<input type="checkbox"/>
<b>ENV-05</b>	<b>Closed Operations – Public Swimming Pools &amp; Spas</b> Documentation including, but not limited to initial approved plans received by this office, correspondence regarding plans and site development, waterborne outbreak investigations, and licensure paperwork regarding closed public swimming pools & spa. (OAC 3701-31-03(F))	5 years, after closure	Paper and/or Electronic		<input type="checkbox"/>
<b>ENV-06</b>	<b>Closed Operations – Food Operations</b> Documentation including, but not limited to initial approved plans received by this office, correspondence regarding plans and site development, foodborne outbreak investigations, and licensure paperwork regarding closed public swimming pools & spa. (OAC 3717-1-09(F))	Keep until superseded of for the life of the structure, whichever is longer	Paper and/or Electronic		<input type="checkbox"/>

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ENV-07	<b>Operation Plans</b>	Keep until superseded of for the life of the structure, whichever is longer	Paper and/or Electronic		<input type="checkbox"/>
ENV-08	<b>Resident Camp Program</b> Applications, Inspections, Complaints	3 years	Paper and/or Electronic		<input type="checkbox"/>
ENV-09	<b>Animal Bite Case Files</b> Documentation related to but not limited to investigation reports, reports of animals killed, quarantined, rabies tests submission results, etc. related to animal bites	3 years	Paper and/or Electronic		<input type="checkbox"/>
ENV-10	<b>Sewage Permit/Drawings</b> Records including installation/alteration permits, applications, soil evaluation paperwork, sewage treatment design documentation, as-built drawing and correspondence to/from the installer/applicant(OAC 3701-29-09(K))	Permanent	Paper and/or Electronic		<input type="checkbox"/>
ENV-11	<b>Septic System Design Approvals</b> <b>Sewage treatment systems designs</b> <b>approved by the board of health as</b> <b>part of a site review</b>	5 years after approval (OAC 3701-29-09(A)(4))	Paper and/or Electronic		<input type="checkbox"/>
ENV-12	<b>Site Evaluations ( No Permit Issued)</b> Records documenting preliminary inspections of potential building sites for the evaluation of septic and water system placement	5 years	Paper and/or Electronic		<input type="checkbox"/>
ENV-13	<b>Septic Installer, Hauler, Service</b> <b>Provider Bonds</b>	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>

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ENV-14	<b>Truck Inspections - Septic</b>	2 years	Paper and/or Electronic		<input type="checkbox"/>
ENV-15	<b>Registration information - Septic Installer, Hauler, Service Providers</b>	1 year	Paper and/or Electronic		<input type="checkbox"/>
ENV-16	<b>Sewage Operation &amp; Maintenance Records</b> Documentation related inspection for household sewage treatment system permits including operation, maintenance, and sampling records (OAC 3701-29-09(K))	Permanent	Paper and/or Electronic		<input type="checkbox"/>
ENV-17	<b>Subdivision Plan Review Records</b> Documentation regarding the soil characteristics of proposed subdivisions and/or new lots (OAC 3701-29-08)	Permanent	Paper and/or Electronic		<input type="checkbox"/>
ENV-18	<b>Water System Permit/Logs</b> Documentation including, but not limited to application for a private water system provided by the state (including unique audit sticker), a completion report by the private water systems contractor, administrative summary sheet, a copy of the well log/drilling report, and documentation of any required water sample	Permanent	Paper and/or Electronic		<input type="checkbox"/>
ENV-19	<b>Water Sample Reports/Letter</b> Records documentation the results of drinking water, surface water and/or waste water samples taken by Health Department	5 years	Paper and/or Electronic		<input type="checkbox"/>
ENV-20	<b>Sewage Loan Inspections</b> Documentation requested by a lending institution, real estate agent or buyer for the inspection of a pre-existing system	5 years	Paper and/or Electronic		<input type="checkbox"/>

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<b>ENV-21</b>	<b>Nuisance Complaints</b> Records related to nuisances/complaints including but not limited to garbage, solid waste, sewage, housing inspections	5 years	Paper and/or Electronic		<input type="checkbox"/>
<b>ENV-22</b>	<b>Variance Requests</b> Documentation request for a change to rules or regulations enforced by the Health District	Permanent	Paper and/or Electronic		<input type="checkbox"/>
<b>ENV-23</b>	<b>Septic System Rehab Files</b> Applications, income qualifications, property records, contracts, bids and other records pertaining to septic systems installed using septic rehab funds	5 years from final report of project year. All information for septic permits - permanent	Paper and/or Electronic		<input type="checkbox"/>