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612 6TH STREET, SUITE D
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P: 740.355.8358
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WWW.SCIOTOCOUNTYHEALTHDEPARTMENT.COM

Scioto County Health Department

Records Retention Policy

Approved: 2/14/2020

Prevent. Promote. Protect.



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PUBLIC RECORDS REQUEST POLICY AND PROCEDURES ([ORC 149.43](#); [ORC 149.45](#))

The Scioto County Health Department shall ensure that all public records requests are promptly prepared and made available for the inspection to any person at all reasonable times during regularly business hours. Any questions regarding requests, including what can and cannot be released or redacted, shall be directed to the Department Head or Administrator who may seek assistance from the Scioto County Prosecutor's Office. Each department will be responsible for the following:

- Each employee responding to a request shall document the request on the Records Request Log Sheet. Located at the Front Desk. This includes requests by Mail, Phone, Email or in Person.
- Maintain a copy of the Scioto County Health Department's Records Retention Schedule and a copy of this policy and procedure for public access and review.

While it is not required that public records requests be submitted in writing, the requestors are encouraged to submit the requests in writing (using the Public Records Request Form), in an effort to prevent any misunderstanding as to the records the requestor is seeking. Individuals requesting a public record cannot be forced to provide identification or a reason for the request, and cannot be charged for time and labor spent for fulfilling the request. If a requestor makes an overly broad request, or has difficulty in specifying the request, the department employee (point-of-contact) shall provide the requestor with reasonable assistance to facilitate their request, such as providing a copy of the retention schedule and policy and the opportunity to revise the request.

Note: If a request is made in writing, the response must also be in writing.

- If a request is denied in whole or in part, the requestor shall be provided, in writing an explanation including the legal authority setting forth why the request was denied. The requestor will be notified (using the Public Record Form), if the request is for a record that was never maintained or is no longer maintained (for example record met retention period and was destroyed.)
- If request includes information that is "exempted" from disclosure, that information must be redacted. The requestor must be notified in writing of what information was redacted and the specific section of the Ohio Revised Code granting legal authority for redaction. ([ORC Section 149.45](#))



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- (Normally this notification will be made right on the document itself).
- In response to a public records request, a maximum of 10 public records per month will be sent by mail unless the requester certifies in writing that such records are not being requested for any commercial purpose as provided in the Ohio Public Records Act.
- Payment for the cost of copies may be requested in advance. Payment may be made by cash or check written out to the Scioto County Health Department. Copies will be double-sided as cost saving measure. The charge for copies of public records is as follows:
- **Any requested records 10 or more pages will be charged twenty-five cents (\$.25) per page.**

All instances when assistance is offered to facilitate a request, even if such assistance does not result in the release of records, must also be documented on the Public Record Request Form. The original record request and a copy of the corresponding invoice shall be kept on file by the Scioto County Health Department for two years.

PUBLIC RECORDS RETENTION POLICY

OVERVIEW

As a public office of State of Ohio, the Scioto County Health Department is subject to the Ohio Public Records Act (ORC 149.43), which provides for prompt inspection of public records and requires that copies of existing public records be provided in a reasonable period of time. Compliance with the Public Records Act is subject to audit by the State Auditor.

The purpose of this policy is to provide employees of the Scioto County Health Department with information regarding the Public Records Act, to establish procedure for responding to request for public records, and to establish procedures for maintenance of departmental records and personnel files.

Guidelines

A.) A two-stage analysis required under the Public Records Act to determine what Documents or electronic/recorded information is subject to public access. The first step is to determine if the document or electronic/recorded information qualifies as a "record". ORC Section 149.011(G) defines a "record" to be any document, device, or item, regardless of physical form or characteristics, including an electronic record, created or received by or coming under the jurisdiction of any public office of the state or political subdivisions, which serves to document the organization, functions, policies, decisions, procedures, operations or other activities of the office. Documents or electronic/recorded information that does not document public office activities in this manner are not subject to the Public Records Act and are not subject to public access. For example, an email between employees setting a lunch date does not document county government activities and does not qualify as a "record".

If a document or electronic/recorded information does qualify as a "record" it is then a "public record," subject to public access and disclosure unless it is specifically exempt from disclosure under the terms of the Public Records Act. The second step of the analysis is to determine if any of the statutory exemptions apply to the document or electronic/recorded information. For example, attorney-client communications are confidential by state law and exempted from disclosure under the terms of the Public Records Act. A list of these exemptions is provided in Appendix A. These exemptions are to be narrowly construed and if a record does not clearly fit into one of these categories of exemptions, it must be released.

- B.) A notice describing this Public Records Policy Shall be kept on the shared drive of the health department server. The Scioto County District Board of Health and the Scioto County Health Department are jointly responsible for compliance.**
- C.) Each employee shall follow the Scioto County Health Department Records Retention Schedule, adopted by the Scioto County District Board of Health on as well any Records Retention Schedules specific to each department. Records will be disposed only in accordance with the policy and procedures.**
- D.) In accordance with ORC 149.43, the Scioto County Health Department Records Commission is comprised of a member of the Scioto County District Board of Health, the Administrator, Director of Nursing, Environmental Health Director and Fiscal Officer. All members may designate a representative to attend Records Commission meetings on their behalf.**



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POLICY AND PROCEDURE	
SUBJECT/TITLE:	Records Retention Policy and Procedure
APPLICABILITY:	General
ORIGINALLY PREPARED BY:	Melissa Spears, R.S., Environmental Health Director
HEALTH COMMISSIONER	Michael Martin, MD
REVISION PREPARED BY:	
EFFECTIVE DATE:	2-14-20
REVIEW FREQUENCY:	5 years
BOARD APPROVAL REVISION DATE:	2-14-20
REFERENCE NUMBER:	G - 6

POLICY:

The purpose of this policy and procedure is to establish an internal guideline for the RETENTION and DESTRUCTION of documents generated by employees as a result of business operations. This policy is meant as an internal guide to the Scioto County Health Department’s employees and is not meant to convey any substantive rights to any person.

The following schedule is a guideline for employees for records retention periods within the Scioto County Health Department. The information identifies how long a physical record must be archived. The Scioto County Records Commission and the Ohio Historical Connection have approved these retentions periods. This schedule also incorporates the records retention schedule set by the Scioto County Prosecutor’s Office.

PROCEDURE:

The chart on the following pages identifies documents and the associated retention periods. These files will be stored as identified.

On an annual basis, documents in our archives will rotate. For example, the documents from the year that has just concluded will be stored and to be accessed as needed. The oldest year stored will be removed for processing to be shredded. This will be in accordance with the schedule (RC-2) on the following pages.

The records listed on the RC-2 form may be disposed without submitting a Certificate of Records Disposal (RC-3) to the State Archives unless the State Archives has indicated on the RC-2 form that an RC-3 form should be submitted for that particular record. The State Archives will be noting on the RC-2 form which record series will need to be included on Certificates of Records Disposal and submitted to the State Archives.

Rev.2019



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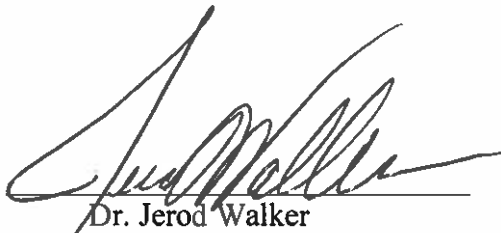
The documents to be shredded must be identified and forwards to the State Records Custodian. A RC-3 form must be completed documenting the records being destroyed and maintained in the file of the local Records Custodian designee.

The Records Custodian or designee will make arrangements with a shredding company to have empty bins delivered. Once these bins are full, they will be picked up by the shredding company. A certificate is received from the shredding company that they have shredded these records.

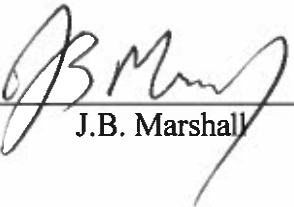
Board Approval:



Laura Miller,
Board President



Dr. Jerod Walker

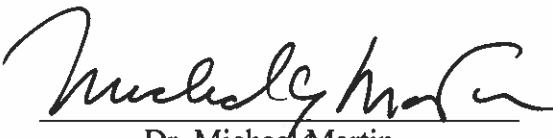


J.B. Marshall



Christy Sherman

Sean Sturgill



Dr. Michael Martin,
Health Commissioner

Date: 2-14-2020



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211- 2474
 614.297.2553 localrecs@ohiohistory.org
www.ohiohistory.org/lgr

RECORDS RETENTION SCHEDULE (RC-2) Part-1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

Scioto County

General Health District

(Local Government Entity)

(Unit)

Michael Martin

Dr. Michael Martin

Health Commissioner

3/11/2020

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

Records Commission

Suzanne Paul

740-355-8202

(Telephone Number)

602 7th Street Room 810 Portsmouth

45662

Scioto

(Address)

(City)

(Zip Code)

(County)

To have this form returned to the Records Commission electronically, include an email address:

jkish@sciotocounty.net

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Suzanne Paul

3/16/2020

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Signature

Title

Date

Section D: Auditor of State

Signature

Title

Date

Please Note: The State Archives retains RC- 2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form SAO- /LGRP-

RC - 2 (Part 1 & 2), Revised January 2017

(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
	Administrative General Forms				<input type="checkbox"/>
G-01	Accruals Report of vacation, sick, compensatory, and personal time balance by employee. Final Accrual report kept in permanent personnel file. (Original copy held in Auditor's Office)	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
G-02	Agendas A list of items to be discussed and/or acted upon during a meeting.	2 Year	Paper/Electronic		<input type="checkbox"/>
G-03	Annual Budgets	3 Years	Paper/Electronic		<input type="checkbox"/>
G-04	Annual Reports A report containing substantive information of operations, policies, procedures, and planning	Permanent	Paper/Electronic		<input type="checkbox"/>
G-05	Application for State Subsidy	3 years	Paper/Electronic		<input type="checkbox"/>
G-06	Applications for Employment – Not Hired	6 months	Paper/Electronic		<input type="checkbox"/>

(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
G-07	Audit Reports ORC 117.26. Financial and program examinations and reports issued by the Federal Government, State of Ohio, independent auditing agencies or conducted internally; including subsequent compliance reports	5 years	Paper/Electronic		<input type="checkbox"/>
G-08	Bids (Successful) Records documenting, publicizing, hearing, and awarding quoted bids from vendors for services or merchandise including bonding information, specification sheets, bid form and amounts, references, etc. that require a contract, incorporate into contract file. See ORC 2305.06	8 years, after expiration of contract if signed on or after 9/28/2012; contracts signed prior to 9/28/2012 kept for 15 years after expiration of contract	Paper/Electronic		<input type="checkbox"/>
G-09	Bids (Unsuccessful)	2 years,	Paper/Electronic		<input type="checkbox"/>
G-10	Board of Health Minutes	Permanent	Paper/Electronic		<input type="checkbox"/>
G-11	Board of Health Meeting Packets Information submitted to Board of Health members prior to their meetings including, but not limited to, agenda, meeting minutes, director reports, finance reports and other documentation related to agenda items	3 years	Paper/Electronic		<input type="checkbox"/>
G-12	Board of Health Resolutions	Permanent	Paper/Electronic		<input type="checkbox"/>
G-13	Brochures and Newsletters	Until superseded or obsolete	Paper/Electronic		<input type="checkbox"/>
G-14	Claims and Litigation Records Records related to legal claims against the Health Department and subsequent court proceedings if necessary	5 years, after case is closed and appeals are exhausted	Paper/Electronic		<input type="checkbox"/>
G-15	Community Health Assessment Report on the status of health conditions and risk behavior in the county	Permanent	Paper/Electronic		<input type="checkbox"/>

(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
G-16	Community Health Improvement Plan Report on the strategies and objectives for the improving of health conditions and risk behaviors in the county	Permanent	Paper/Electronic		<input type="checkbox"/>
G-17	Continuing Education Records Professional development licenses, certifications, trainings, and other documents related to advancement in education connected to job position	Place in personnel file (Follow Retention Schedule for Personnel Files)	Paper/Electronic		<input type="checkbox"/>
G-18	Contracts and Agreements Legal agreements with individuals, organizations or entities to procure goods and/or services	8 years, after expiration (ORC 2305.06)	Paper/Electronic		<input type="checkbox"/>
G-19	Correspondence Communications from external and internal sources; documents actions, policies, procedures and programs	2 years	Paper/Electronic		<input type="checkbox"/>
G-20	Disaster Plans Plans and procedures to protect and re-establish operations in the event of a disaster.	Until obsolete or superseded	Paper/Electronic		<input type="checkbox"/>
G-21	Disciplinary Hearings (Audio and Video Recordings) A proceeding where an issue of employee discipline is heard and evidence is presented	1 year	Audio and/or Video Tape		<input type="checkbox"/>
G-22	Disciplinary Hearings (Report of Proceedings/Transcripts) A proceeding where an issue of employee discipline is heard and evidence is presented	Place in personnel file(Follow Retention Schedule for Personnel File)	Paper and/or Electronic		<input type="checkbox"/>
G-23	District Advisory Council Meeting Minutes Official record of the proceedings of the General Health District Advisory Council	Permanent	Paper/Electronic		<input type="checkbox"/>
G-24	Electronic Mail (E-Mail) Message with significant administrative, legal, and /or fiscal value.	Transfer to paper format and attach to corresponding record	Paper		<input type="checkbox"/>

(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
G-25	Evaluations Records used to measure employee work performance	Place in personnel file (Follow Personnel File Record Retention Schedule)	Paper and/or Electronic		<input type="checkbox"/>
G-26	Fee Establishment Cost Methodology for Non-ODH Audited Programs	Until Fee is Revised	Paper/Electronic		<input type="checkbox"/>
G-27	Fee Establishment Cost Methodology for ODH Audited Programs	6 months after ODH audit	Paper		<input type="checkbox"/>
G-28	Financial Reports/Payment Ledgers Records pertaining to financial transactions including accounts receivable and accounts payable; pay-ins to treasury; purchase orders; requisitions; invoices; warrants / billbacks; detail reports (checks written during month, current line item balances); cash and account books; receipts; canceled checks; vouchers; appropriation adjustments; transfers; encumbered and unencumbered amounts; and remaining balances; monthly expenditures statements; petty cash; etc.	2 years, With approved audit	Paper/Electronic		<input type="checkbox"/>
G-29	Grant Records (Ohio Department of Health, Federal, State and Private)	4 years after final report, provided all State audits have been conducted, the audit reports released and all litigation, claims or audit findings have been resolved	Paper/Electronic		<input type="checkbox"/>
G-30	Grievances Formal complaints and responses regarding work, conduct, interpersonal relations, or disciplinary actions towards an employee or employer; Includes unfounded complaints, investigation reports and pre-disciplinary conference records	3 years after complaint settled, if unfounded or no disciplinary action taken. If action taken, place in personnel file	Paper and/or Electronic		<input type="checkbox"/>

(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
G-31	Final Expense Report/Yearly Report to State All supplemental documentation required for submission of Final Expense Report. Original sent to the State and maintained in GMIS system.	5 years after submission of report	Paper and/or Electronic		<input type="checkbox"/>
G-32	Inventory (Annual of County Property) Inventory of equipment maintained by the Health Department	3 years, provided audit	Paper and/or Electronic		<input type="checkbox"/>
G-33	Job Descriptions Documents detailing the classification, needed experience/education/physical requirements and duties by position title	Until revised, superseded or classification abolished	Paper and/or Electronic		<input type="checkbox"/>
G-34	Legal Opinions	Until Superseded	Paper and/or Electronic		<input type="checkbox"/>
G-35	Licenses, Permits, Certifications Documents affirming requirements being met as prescribed by issuing agency	1 year after expiration	Paper and/or Electronic		<input type="checkbox"/>
G-36	Payroll Records	6 months after audit	Paper and/or Electronic		<input type="checkbox"/>
G-37	Personnel Files Documentation of service throughout the duration of an individual's employment	Destroy extraneous records 6 years after employee terminates, pending no legal action.	Paper and/or Electronic		<input type="checkbox"/>
G-38	Personnel Files (Retirement Waiver, Service Record and Leave Accrual Summary Sheet)	Permanent	Paper and/or Electronic		<input type="checkbox"/>
G-19	Personnel Policy Manual Rules and guidelines created to standardize and provide protocols for day-to-day operations in relation to personnel issues.	Permanent	Paper and/or Electronic		<input type="checkbox"/>
	Policies, Orders, Directives, Rules, Regulations and Procedures Guiding principles used to set organizational direction	Until superseded, retain one copy until audited.	Paper and/or Electronic		<input type="checkbox"/>

(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
	<u>Environmental Health Division</u>				<input type="checkbox"/>
ENV-01	License Applications and Transmittals 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"/>
ENV-02	Program Surveys Documentation related to compliance audits conducted by ODH and ODA	6 years	Paper and/or Electronic		<input type="checkbox"/>
ENV-03	Inspection Forms, Complaints, Foodborne/Waterborne Illness Investigations Documentation related to all types of environmental inspections performed. Maintained in HDIS	5 years, and after state survey (if required)	Paper and/or Electronic		<input type="checkbox"/>
ENV-04	Closed Operations 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"/>
ENV-05	Closed Operations – Public Swimming Pools & Spas 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"/>
ENV-06	Closed Operations – Food Operations 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 or for the life of the structure, whichever is longer	Paper and/or Electronic		<input type="checkbox"/>

(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
ENV-07	Operation Plans	Keep until superseded of for the life of the structure, whichever is longer	Paper and/or Electronic		<input type="checkbox"/>
ENV-08	Resident Camp Program Applications, Inspections, Complaints	3 years	Paper and/or Electronic		<input type="checkbox"/>
ENV-09	Animal Bite Case Files 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	Sewage Permit/Drawings 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	Septic System Design Approvals Sewage treatment systems designs approved by the board of health as part of a site review	5 years after approval (OAC 3701-29- 09(A)(4))	Paper and/or Electronic		<input type="checkbox"/>
ENV-12	Site Evaluations (No Permit Issued) 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	Septic Installer, Hauler, Service Provider Bonds	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
ENV-14	Truck Inspections - Septic	2 years	Paper and/or Electronic		<input type="checkbox"/>
ENV-15	Registration information - Septic Installer, Hauler, Service Providers	1 year	Paper and/or Electronic		<input type="checkbox"/>

(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
ENV-16	Sewage Operation & Maintenance Records 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	Subdivision Plan Review Records 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	Water System Permit/Logs 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	Water Sample Reports/Letter 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	Sewage Loan Inspections 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"/>
ENV-21	Nuisance Complaints 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"/>
ENV-22	Variance Requests Documentation request for a change to rules or regulations enforced by the Health District	Permanent	Paper and/or Electronic		<input type="checkbox"/>

(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
ENV-23	Septic System Rehab Files 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"/>
	<u>Nursing Division</u>				<input type="checkbox"/>
NURS-01	Bureau for Children with Medical Handicaps Records Records pertaining to families receiving BCMH services through the Health Department	Until child reaches age 24	Paper and/or Electronic		<input type="checkbox"/>
NURS-02	Patient Health Records Not Otherwise Specified	6 years after last contact	Paper and/or Electronic		<input type="checkbox"/>
NURS-03	Communicable Disease Records Reports and investigations related to communicable disease within the Health District's jurisdiction. Includes patient test results.	6 years after last contact	Paper and/or Electronic		<input type="checkbox"/>
NURS-04	Child Immunization Records/HIPAA Related Records Immunizations administered to patients age 18 and younger. This included all patient medical records, including but not limited to: charts, office client files/folders, medical testing, copies of immunizations, clinical services, etc., as per OAC 3701-83-11.	Until child reaches age 24	Paper and/or Electronic		<input type="checkbox"/>
NURS-05	Adult Immunization Records/HIPAA Related Records Immunizations administered to patients age 19 and older	10 years	Paper and/or Electronic		<input type="checkbox"/>
NURS-06	Medicare/Medicaid Billing Records Records related to billing Medicare, Medicaid	6 years	Paper and/or Electronic		<input type="checkbox"/>
NURS-07	Orders/Receipts for Drug Biologicals	3 years	Paper and/or Electronic		<input type="checkbox"/>

(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
NURS-08	Patient Billing Records Records related to billing patients and/or private insurance	3 years, with audit	Paper and/or Electronic		<input type="checkbox"/>
NURS-09	Public Health Nurse Referrals	6 years after last contact	Paper and/or Electronic		<input type="checkbox"/>
NURS-10	Vaccine Reports Records of individuals receiving vaccines, such as the influenza vaccine.	6 years	Paper and/or Electronic		<input type="checkbox"/>
NURS-11	Lead and other Screening Reports	6 years	Paper and/or Electronic		<input type="checkbox"/>
NURS-12	Nursing Program Files Not Otherwise Specified	2 years	Paper and/or Electronic		<input type="checkbox"/>
NURS-13	Child Fatality Investigation Records Reviews and reports by Child Fatality Review Board of child deaths occurring in the county.	5 years	Paper and/or Electronic		<input type="checkbox"/>
	Vital Statistics				<input type="checkbox"/>
VS-01	Affidavits for Birth and Death Certificates Corrections made to birth and death certificates including address, social security number etc.	Permanent	Paper and/or Electronic		<input type="checkbox"/>
VS-02	Birth Certificates Copies of birth certificates for all births in county. Originals maintained by Ohio Department of Health	Permanent	Paper and/or Electronic		<input type="checkbox"/>
VS-03	Birth/Death Certificate Applications and/logs Applications for certified copies of birth and death certificates	3 years after ODH Audit	Paper		<input type="checkbox"/>
VS-04	Burial Permits Permits issued to funeral director or person in charge of interment	5 years	Paper and/or Electronic		<input type="checkbox"/>
VS-05	Death Certificates Formal documents verifying that a person has died	Permanent	Paper and/or Electronic		<input type="checkbox"/>

(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
VS-06	Fetal Death Records Formal document verifying a stillbirth	Permanent	Paper and/or Electronic		<input type="checkbox"/>
VS-07	Certificates of Service Documentation related to out of state deaths once they are brought back into state	1 year	Paper and/or Electronic		<input type="checkbox"/>
VS-08	Vital Statistics Reports Quarterly reports sent to Ohio Department of Health that include the number of births and deaths.	5 years	Paper and/or Electronic		<input type="checkbox"/>