

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY # M640000	SCHEDULE # 003	PAGE # 1 OF 43
DEPARTMENT: Municipal Health Department		AGENCY REPRESENTATIVE: Elaine M. White		
DIVISION:		TITLE: Administrative Analyst 1		
BUREAU:		PHONE #: 609-292-3614		
SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.				
AGENCY REPRESENTATIVE SIGNATURE		DATE:	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	DATE:
<i>Elaine M. White</i>		03-25-09	<i>Karl J. Niederer</i>	04-16-09

RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
	<p style="text-align: center;">Acknowledgement</p> <p>Please review the attached Records Retention Schedule, making any additions, deletions or changes as necessary. Once the schedule has met your satisfaction, please sign this page as the agency representative. With this signature, you acknowledge that you have reviewed and approved this schedule. Please be advised that changes may subsequently be suggested/made to this schedule by a panel of Records Analysts at the State Records Center. If revisions are suggested/made, you will be notified of such. The schedule will then be presented to the State Records Committee for final approval.</p> <p style="text-align: center;">Management of Electronic Records</p> <p>This records retention schedule includes records series which are maintained in an electronic format. In the normal course of business, the agency will take the necessary actions to ensure: hardware and software maintenance, backup procedures, security measures, and compliance with the rules and regulations pertaining to the maintenance of public records. Any reference made herein to the process of data erasure means the process of data degaussing.</p>			

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
0001-0000 - 0005-000	General Record Series Deleted - see County and Municipal General Schedule	_____		_____
0006-0000	Certificates of Occupancy Book	10 yrs		Destroy
0007-0000 - 0010-0000	General Record Series Deleted - see County and Municipal General Schedule	_____		_____
0011-0000	Discharge Summary Sheet - Patient	20 yrs after most recent entry		Destroy
0012-0000	General Record Series Deleted - see County and Municipal General Schedule	_____		_____
0013-0000	Immunization Consent Form - Individual	10 yrs or age 23, whichever is later		Destroy
0014-0000	Immunization Record - Individual Includes: Medical Contraindications, Proof of Immunization, Standard School Immunization Record, Immunization Health Appraisal, and Religious Exemption (VA-19)	10 yrs or age 23, whichever is later		Destroy
0015-0000	General Record Series Deleted - see County and Municipal General Schedule	_____		_____
0016-0000	Medical Health Claims (Original) File contains a copy of transmittal of the costs authorized for medical services provided to General Assistance clients.	6 yrs after termination of service		Destroy
0017-0000 - 0017-0002	General Record Series Deleted - see County and Municipal General Schedule	_____		_____
0018-0000	Press Advisory and Release File	Permanent		Permanent
0019-0000	Patient Medical Records - Individual	10 yrs after discharge of patient or age 23, whichever is later		Destroy
0020-0000	Plans and Blueprints File			
0020-0001	Plans and Blueprints File - Approved	Permanent		Permanent

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
0020-0002	Plans and Blueprints File - Denied	3 yrs		Destroy
0021-0000 - 0028-0000	General Record Series Deleted - see County and Municipal General Schedule	_____		_____

0050-0000	ADMINISTRATION			
0051-0000	Audits and Certifications - Health Agencies (Copy)	1 yr		Destroy
0052-0000	Morbidity Charts	2 yrs		Destroy
0053-0000 - 0056-0000	General Record Series Deleted - see County and Municipal General Schedule	_____		_____
0057-0000	Referral Report - Early and Periodic Screening, Diagnosis and Treatment - Department of Human Services, Division of Medical Assistance and Health Services (MC-19)	6 yrs		Destroy
0058-0000	Day Sheet - Daily Business Summary	6 yrs		Destroy
0059-0000	Report of Services - Independent Outpatient Health Facility - Department of Human Services, Division of Medical Assistance and Health Services (MC-14 C2)	6 yrs after final payment		Destroy
0060-0000	Report of Services			
0060-0001	Data Input Documents - Medical and Patient Billing	1 yr after input		Destroy
0060-0002	Data Input Documents - Medical Records (Copy)	10 yrs after discharge of patient or age 23, whichever is later		Destroy
0060-0003	Data Input Documents - Patient/Billing (Copy)	3 yrs		Destroy
0061-0000	New Patient Admission Form			
0061-0001	New Patient Admissions Form - Data Input Documents	1 yr after input		Destroy
0061-0002	New Patient Admissions Form - Medical Records (Copy)	10 yrs after discharge of patient or age 23, whichever is later		Destroy

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0100-0000	CYTOLOGY LABORATORY			
0101-0000	Book of Charges	6 yrs		Destroy
0102-0000	Daily Records Book - Specimen Accession	5 yrs		Destroy
0103-0000	Specimen Evaluation Report (Copy)	5 yrs		Destroy

0150-0000	ENVIRONMENTAL HEALTH - INSPECTION			
0151-0000	Air Pollution Complaint and Investigation Reports	3 yrs		Destroy
0152-0000	Bacteriological and Complaint and Investigation Reports	3 yrs		Destroy
0153-0000	Bathing Place - Applications, Permits, Inspections, and Test Results	3 yrs		Destroy
0154-0000	Complaint Forms	3 yrs		Destroy
0155-0000	Contagion Records	2 yrs		Destroy
0156-0000	Contagion Records	2 yrs		Destroy
0157-0000	Dog Bite Records - Individual Animal Tally	3 yrs		Destroy
0158-0000	Dog Bite Notice/Report Form	3 yrs		Destroy
0159-0000	Dog Licenses	3 yrs		Destroy
0160-0000	Dog Quarantine and Release/Stray Dog Letters	3 yrs		Destroy
0161-0000	Emergency Medical Services			
0161-0001	Personnel Certificate			
0161-0002	Personnel Certificate (Original)	21 yrs after termination of duty		Destroy
0161-0003	Personnel certificate (Copy)	Screen Annually		Destroy
0161-0004	Renewal	21 yrs		Destroy

0161-0005	Inspections Records	3 yrs		Destroy
0162-0000	Extermination Certification for Building Demolition Consists of correspondence from a professional extermination operator that certifies control measures were completed and demolition of the structure may proceed.	3 yrs		Destroy
0163-0000	Food and Drug Inspection Forms (F - 33 and F - 22a)	3 yrs		Destroy
0164-0000	Food and/or Milk Vending Applications and Licenses	3 yrs		Destroy
0165-0000	Food Establishment Applications and Licenses	3 yrs		Destroy
0166-0000	Food Establishment Inspection Reports	3 yrs		Destroy
0167-0000	Food Handler's Registration Forms and Licenses	3 yrs		Destroy
0168-0000	Food Surveillance Sanitary Inspection Reports	3 yrs		Destroy
0169-0000	Food Vending Vehicle Inspection Forms	3 yrs		Destroy
0170-0000	Hazardous Food Samples Lab Reports	1 yr		Destroy
0171-0000	Inspector's Daily Work Records	3 yrs		Destroy
0172-0000	Lead Poisoning Inspection Reports	1 yr		Destroy
0173-0000	Licenses Issued (Printout)	3 yrs		Destroy
0174-0000	Mobile Home Park Inspections	3 yrs		Destroy
0175-0000	Non-Food Applications and Licenses	3 yrs		Destroy

0176-0000	Occupational Health Survey Forms	Permanent		Permanent
0177-0000	Rabies Inoculation Records	3 yrs		Destroy
0178-0000	Record Cards	6 yrs		Destroy
0179-0000	Report of Inspection (F-36)	3 yrs		Destroy
0180-0000	Request for Rabies Examination (Bact-45)	3 yrs		Destroy
0181-0000	Rooming House Inspection Forms	3 yrs		Destroy
0182-0000	Sanitary Inspection Report (F-38) and Continuation Sheet (MS-5)	3 yrs		Destroy
0183-0000	Septic System Records Includes: Septic System Applications, plans, permits, Perk Test Results, and Inspections.	Life of the structure or until connected to public sewer system		Destroy
0184-0000	Solid Waste Disposal Applications and Licenses	3 yrs		Destroy
0185-0000	Viral Hepatitis Case Records (CDC-26)	3 yrs		Destroy
0186-0000	Water Well Permits Consists of copies of state well permits issued by the Department of Environmental Protection, Division of Water Resources (Form 99B) Original maintained permanently by Division of Water Resources, Department of Environmental Protection.	6 yrs		Destroy
0187-0000	Independent Laboratory Blood Lead Analysis (AP-2) (Copy) Original maintained by the Department of Health and Senior Services for 30 yrs.	3 yrs		Destroy
0188-0000	Report of Elevated Levels of Heavy Metals (OES-29) (Copy) Original maintained by the Department of Health and Senior Services for 30 yrs.	3 yrs		Destroy
0189-0000	Report of Occupational and Environmental Disease and Poisonings (OES-30) (Copy) Original maintained by the Department of Health and Senior Services for 30 yrs.	3 yrs		Destroy

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0190-0000	Employer Outreach Survey (OES-42) (Copy) Original maintained by the Department of Health and Senior Services.	1 yr after date of survey		Destroy
0191-0000	Air Pollution Source Registration Form Includes: Installation name, address, Department of Environmental Protection Permit information, and pollution output and amounts. (NJSA 26:2C-9.2(b))	5 yrs		Destroy
0192-0000	Animal Impoundment Record			Destroy
0192-0001	Animal Impoundment Record - Animal Record Includes description of animal, date, municipality, owner (if known), and disposition.	1 yr after disposition		Destroy
0192-0002	Animal Impoundment Record - Animal Reclamation Form Includes description of animal, owner or other party reclaiming animal, date and receipt.	1 yr after disposition		Destroy
0192-0003	Animal Impoundment Record - Animal Adoption Form Includes description of animal, name and address of new owner, and agreement.	1 yr after disposition		Destroy
0192-0004	Animal Impoundment Record - Animal Surrender Form Includes name of animal, owner, and authorization.	1 yr after disposition		
0193-0000	County Environmental Health Act (CEHA) File A Department of Environmental Protection grant program for County and Municipal Health Departments in monitoring, inspecting, testing, remediating, and disposing of core pollution control areas: groundwater, air, noise, solid waste, pesticides, underground storage tanks contamination, and air toxics. File contains but is not limited to: inspections, inventories, soil sample test results, correspondence, and supporting documentation.	30 yrs after site closure and project completion		Destroy

0200-0000	NURSING: ADMINISTRATION AND ACCOUTING			
0201-0000	General Record Series Deleted - see County and Municipal General Schedule	_____		_____
0203-0000	Annual Work Tally/Log	5 yrs		Destroy
0204-0000	Home Health Agency Certificate/License			
0204-0001	Home Health agency Certificate/License - Initial	Permanent		Permanent
0204-0002	Home Health Agency Certificate/License - Audits and Renewals	Permanent		Permanent
0205-0000	Home Health Agency Certificate/License - Management Information System			
0205-0001	Visiting Nurse's Report of Visit - Patient's Medical Record	10 yrs after discharge of patient or age 23, whichever is later		Destroy
0205-0002	Monthly Computer Report	1 yr		Destroy
0205-0003	Annual Computer Report	5 yrs		Destroy
0206-0000	Monthly Work Tally/Log	1 yr if annual tally kept if not, 5 yrs		Destroy
0207-0000	Nurse's Daily Workcards	1 month if annual tally kept if not, 5 yrs		Destroy
0208-0000	Patient Charts - Billing Purposes	6 yrs after discharge		Destroy
0209-0000	Patient Folder - Billing Purposes	6 yrs after discharge		Destroy
0210-0000	Session Reports (MCH-20)	1 yr if annual tally kept if not, 5 yrs		Destroy

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0250-0000	CLINICAL AND CHILD HEALTH CONFERENCE PROGRAM			
0251-0000	Biologics and Tuberculin Test Log	1 yr		Destroy
0252-0000	Blood Chemistry Tests - Adult Screening Program	5 yrs		Destroy
0253-0000	Child Health Record (MCH-15)	10 yrs after discharge of patient or age 23, whichever is later		Destroy
0254-0000	Child Health Services Report - Session Report (MCH-20)	1 yr if annual tally kept if not, 5 yrs		Destroy
0255-0000	Diabetic Screening and Follow-up Report	10 yrs after discharge of patient or age 23, whichever is later		Destroy
0256-0000	Lab/Physicians Reports	10 yrs after discharge of patient or age 23, whichever is later		Destroy
0257-0000	Record Cards	6 yrs		Destroy
0258-0000	Signed Examination/Screening Permission Slips	10 yrs after discharge of patient or age 23, whichever is later		Destroy
0259-0000	Reminder to Parent - Health Center Appointment	2 yrs		Destroy
0260-0000	Health Care Provider Time Sheet	6 yrs		Destroy
0261-0000	Security Log	3 yrs after final entry		Destroy
0262-0000	Sign-in/Sign-out Log	3 yrs after final entry		Destroy
0263-0000	Office Supplies Request	1 yr		Destroy
0264-0000	Incident Report	10 yrs after discharge of patient or age 23, whichever is later		Destroy

0265-0000	Information/ Authorization for DTP, DT, and Td Vaccines (Department of Health and Senior Services (VA-26))	10 yrs after discharge of patient or age 23, whichever is later	Destroy
0266-0000	Information/ Authorization for Hib Vaccine Vaccines (Department of Health and Senior Services (CDO-3))	10 yrs after discharge of patient or age 23, whichever is later	Destroy
0267-0000	Immunization Health Appraisal	10 yrs after discharge of patient or age 23, whichever is later	Destroy
0268-0000	PPD Tuberculosis Follow-up Report	5 yrs	Destroy
0269-0000	New Jersey Immunization Record	10 yrs after discharge of patient or age 23, whichever is later	Destroy
0270-0000	Normal/ Abnormal Control Log	5 yrs	Destroy
0271-0000	Hearing Referral Form	10 yrs after discharge of patient or age 23, whichever is later	Destroy
0272-0000	VASC Auditory Screening Record	10 yrs after discharge of patient or age 23, whichever is later	Destroy
0273-0000	Child Health Conference Vision Screening - Referral - Department of Health and Senior Services (MCH-5))	10 yrs after discharge of patient or age 23, whichever is later	Destroy
0274-0000	Registration - Preschool Vision Screening - Department of Health and Senior Services (MCH-41))	10 yrs after discharge of patient or age 23, whichever is later	Destroy
0275-0000	Vaccine Order and Usage Report - Department of Health and Senior Services, Immunization Program, Biologics (VA-84))	5 yrs	Destroy
0276-0000	Biologic Storage Temperature Log	4 yrs after final entry	Destroy
0277-0000	Follow-up Information Request Letter - Child Health Clinic	10 yrs	Destroy

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0278-0000	Patient Referral Form (Referring Agency to Consultant Agency - Department of Health and Senior Services (MCH-18))	10 yrs after discharge of patient or age 23, whichever is later	Destroy
0279-0000	Referral Log Form	10 yrs after final entry	Destroy
0280-0000	Notice of Rescheduled Appointment and Reminder	2 yrs	Destroy
0281-0000	Child Health Conference – Missed Appointment Letter Follow-up Listing	3 yrs after final entry	Destroy
0282-0000	Child Health Conference Clinic Missed Appointment Letter	3 yrs	Destroy
0283-0000	Information/Authorization for Oral Polio Vaccine - Department of Health and Senior Services (VA-27))	10 yrs after discharge of patient or age 23, whichever is later	Destroy
0284-0000	Information/Authorization for Measles-Mumps-Rubella Vaccines - Department of Health and Senior Services (VA-28))	10 yrs after discharge of patient or age 23, whichever is later	Destroy
0285-0000	Child Eye Health Record Optometric Eye Center	10 yrs after discharge of patient or age 23, whichever is later	Destroy
0286-0000	Newborn Screening Program Consent Form (SCH-1)	10 yrs after discharge of patient or age 23, whichever is later	Destroy
0287-0000	Elevated/Normal/Subnormal/Graph	5 yrs	Destroy
0288-0000	Denver Prescreening Developmental Questionnaire - Children Age 3 Months to 6 Years	10 yrs after discharge of patient or age 23, whichever is later	Destroy
0289-0000	Monthly Mileage Report	3 yrs	Destroy
0290-0000	Child Health Conference Encounter Record (MCH-45) - Department of Health and Senior Services, Maternal and Child Health Program	10 yrs after discharge of patient or age 23, whichever is later	Destroy
0291-0000	Growth and Development Checklist - (Children Age 2 Months to 5 Years	10 yrs after discharge of patient or age 23, whichever is later	Destroy

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0292-0000	Notice to Parents Regarding Immunization Deficiencies/Provisional Admittance Request (Department of Health and Senior Services (VA-16))	10 yrs after discharge of patient or age 23, whichever is later		Destroy
0293-0000	Child Health Conference Appointment Sheet - Department of Health and Senior Services (MCH-10))	1 yr, if annual tally kept, if not, 5 yrs		Destroy
0294-0000	Tuberculin Testing Survey Results - Department of Health and Senior Services, Tuberculosis Services (TB-43))	5 yrs		Destroy
0295-0000	Central Supply Stock Requisition	3 yrs		Destroy

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0300-0000	EMPLOYEE HEALTH SERVICES			
0301-0000	Employee Health Records (Individual) May include Worker's Compensation records.	10 yrs after discharge of patient or age 23, whichever is later		Destroy
0302-0000	X-ray Film, Chest	5 yrs		Destroy

0350-0000	HEALTH EDUCATION			
0351-0000	Program, Projects, Agency-Sponsored Reports, and Summaries			
0351-0001	Program, Projects, Agency-Sponsored (Master)	Permanent		Pe
0351-0002	Program, Projects, Agency-Sponsored (Supporting Documentation)	1 yr		Destroy
0400-0000	LEAD POISON CONTROL			
0401-0000	Erythrocyte Protoporphyrin (EP) Worksheets and Laboratory Reports	10 yrs or age 23, whichever is later		Destroy
0402-0000	Early Periodic Screening Diagnosis and Treatment (EPSDT) Tally Sheet	1 yr		Destroy
0403-0000	Family Folders (Not Including Lead Poisoning Environmental Intervention Report (LP-1))	10 yrs or age 23, whichever is later		Destroy
0404-0000	Lead Poisoning Environmental Intervention Report (LP-1) Listing which includes patient name and address, and when incident reports were received and investigated.	10 yrs or age 23, whichever is later		Destroy
0405-0000	Patient Medicare/Medicaid Data	6 yrs after discharge		Destroy
0406-0000	Session Report Consists of patient medical notes from each clinical session/visit.	10 yrs of age 23, whichever is later		Destroy
0407-0000	Discharge Memo Checklist memo (unsigned) attached to child's medical follow-up, indicating conditions for discharge.	10 yrs of age 23, whichever is later		Destroy
0408-0000	Request for Lead Screening Request for lead screening which includes address date of patient and directions for submitting lab results.	10 yrs after discharge of patient or age 23, whichever is later		Destroy
0409-0000	Request for Lead Analysis (LP-10) Permission slip signed by parent requesting a child's blood test for evidence of lead poisoning.	10 yrs after discharge of patient or age 23 whichever is later		Destroy

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0410-0000	Quality Control - EP Screening Method - Hematofluorometer Completed by technical person, contains control readings for screening test.	5 yrs		Destroy
0411-0000	Hematology Quality Control Sheet - Hematocrits Statistical graph of blood test results.	5 yrs		Destroy
0412-0000	Poison Control Lead Screening Results Log of individual patient screening results.	10 yrs after discharge of patient or age 23, whichever is later		Destroy
0413-0000	Clinical Laboratory - Daily Hematocrit Sheet Daily log which contains name and age of patient along with HCT-test results.	5 yrs		Destroy
0414-0000	Clinical Laboratory - Urinalysis Results Log of patient name urinalysis test results.	5 yrs		Destroy
0415-0000	Clinical Laboratory Inspection Checklist of presence or absence of optimal clinical laboratory conditions for individual labs.	5 yrs		Destroy
0416-0000	Milestone-Quality Assessment (LP-100) Child case file logging actions taken in lead poisoning incident.	10 yrs after discharge of patient or age 23, whichever is later		Destroy
0417-0000	Results by Class From Metpath - Laboratory Slips Statistical table of results.	5 yrs		Destroy
0418-0000	Childhood Lead Poisoning Medical Report (LP-310) Authorization by parent for private physician to release child's medical examination findings to Lead Program. Contains physician's medical findings and recommendations.	10 yrs after discharge of patient or age 23, whichever is later		Destroy
0419-0000	Authorization to Release Information- Letter to County Welfare Board (with parent signature) authorizing the release of address change to the Lead Program.	10 yrs after discharge of patient or age 23, whichever is later		Destroy
0420-0000	Child Medical History (LP-201A) Contains background data, child medical history, and housing data regarding lead poisoning; completed and signed by nurse or investigator.	10 yrs after discharge of patient or age 23, whichever is later		Destroy
0421-0000	Environmental Follow-up (LP-200) and Environmental Report (LP-201) Investigator's inspection and follow-up report regarding housing environment of child lead poisoning patient.	10 yrs or age 23, whichever is later		Destroy
0422-0000	Medical Follow-up (LP-300) Part of child patient's case file, logging the dates and summarizing the actions taken.	10 yrs after discharge of patient or age 23, whichever is later		Destroy

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0423-0000	Weekly Activity Report Investigator's log which includes home visited, specimens collected, and dates of visits.	1 yr		Destroy
0424-0000	Door-to Door Daily Activity Report Investigator's team's listing of addresses visited (by census tract) with check of children ad lead poisoning conditions.	3 yrs		Destroy
0425-0000	Urinalysis Control Sheet Lab sheet with dates and urinalysis results by lot number.	5 yrs		Destroy
0426-0000	Urinalysis Worksheet Listing of urinalysis results includes dates and patient names.	5 yrs		Destroy
0427-0000	Lead Poisoning Intervention Report for Other Addresses (LP-2)	10 yrs or age 23, whichever is later		Destroy

0450-0000	SCHOOL PROGRAMS (PUBLIC, NON-PUBLIC, AND PRESCHOOL)			
0451-0000	Dental Examination - Without Treatment	5 yrs		Destroy
0452-0000	Dental Treatment Reports - With Examination	10 yrs after discharge of patient of age 23, whichever is later		Destroy
0453-0000	Dental X-ray Films	5 yrs		Destroy
0454-0000	Examination Permission Slip	10 yrs after discharge of patient of age 23, whichever is later		Destroy
0455-0000	Non-Medical Permission Slip	1 yr		Destroy
0456-0000	Health Examination Records - Individual	10 yrs after discharge of patient of age 23, whichever is later		Destroy
0457-0000	Referral Slip -Completed Physician's	10 yrs after discharge of patient of age 23, whichever is later		Destroy
0458-0000	Tuberculosis Reports (TB-57 and TB-42) Submitted annually by school districts.	3 yrs		Destroy
0459-0000	Growth/Vision-Hearing Chart	10 yrs after discharge of patient of age 23, whichever is later		Destroy
0460-0000	Record Form for T/O Vision Tester	10 yrs after discharge of patient of age 23, whichever is later		Destroy
0461-0000	Annual Scoliosis Screening Statistical Report Department of Education/Department of Health and Senior Services (CH-27) and (SCH-8)	5 yrs		Destroy
0462-0000	Scoliosis Screening Report (Individual)	10 yrs after discharge of patient of age 23, whichever is later		Destroy

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0463-0000	Health History and Appraisal Department of Education/Department of Health and Senior Services (A-45) Form is maintained permanently by the school district.	10 yrs after discharge of patient of age 23, whichever is later		Destroy
0464-0000	National Center for Health Statistics Growth Charts Includes: Boys: Physical Growth Prepubescent t 18 Years NCHS Percentiles.	10 yrs after discharge of patient of age 23, whichever is later		Destroy
0465-0000	Report of Health Screening	10 yrs after discharge of patient of age 23, whichever is later		Destroy
0466-0000	Medical Follow-up Letter	10 yrs after discharge of patient of age 23, whichever is later		Destroy
0467-0000	Follow-up Report on Physicals	2 yrs		Destroy
0468-0000	Tuberculin Mantoux (PPD) Test - Permission Roster/Results	10 yrs after discharge of patient of age 23, whichever is later		Destroy
0469-0000	Parental Request for Tuberculin Test/Results - English and Spanish	10 yrs after discharge of patient of age 23, whichever is later		Destroy
0470-0000	Tuberculin Mantoux (PPD) Test - Signed Test Result Slip	10 yrs after discharge of patient of age 23, whichever is later		Destroy
0471-0000	Parent Notification of a Significant Tuberculin Reaction	10 yrs after discharge of patient of age 23, whichever is later		Destroy
0472-0000	Parent Notification of Tuberculin Testing	10 yrs after discharge of patient of age 23, whichever is later		Destroy
0473-0000	Annual Immunization Status Report - Department of Health and Senior Services, Communicable Disease Program (VA-20))	3 yrs		Destroy
0474-0000	Notice to Parents Regarding Immunization Deficiencies - English and Spanish Department of Health and Senior Services (VA-16))	10 yrs after discharge of patient of age 23, whichever is later		Destroy

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0500-0000	PUBLIC HEALTH LABORATORIES			
0501-0000	Daily Log/Laboratory Ledger	5 yrs		Destroy
0502-0000	Laboratory Reports (Copy)	2 yrs		Destroy
0503-0000	Monthly Laboratory Tallies	1 yr if annual tally kept, if not, then Permanent		Destroy

0550-0000	SOCIAL HYGIENE PROGRAM/CLINIC			
0551-0000	Infectious Syphilis Epidemiologic Control Records (HSM 9.54) Documents the results of syphilis epidemiologic investigations. Used for data gathering and analysis to document the spread of disease within a community or social group.	2 yrs		Destroy
0552-0000	Lab Reports Consists of diagnostic and screening laboratory test results as ordered by the Venereal Disease clinic physician. Reports are used to document test results in the patient's clinical medical chart, and indicate a presence or absence of infection. A copy of the reports are retained by the laboratory and the results are transcribed into the patient's chart.	After results have been transcribed to clinic medical chart		Destroy
0553-0000	Ledgers	5 yrs		Destroy
0554-0000	Venereal Disease Epidemiologic Report (HSM 9. 2936) Used to initiate venereal disease investigations based on contacts and suspects of venereal disease. The record serves as a control document for quality, quantity, and timeliness of venereal disease investigation and follow-up procedures.	1 yr		Destroy
0555-0000	Clinic Medical Charts Contains: general demographic information, clinician findings of physical examination, results of diagnostic and screening tests, therapies, and follow-up procedures. Chart is also used to assess the quality of care within each local clinic and as source document for statistical reports.	10 yrs after discharge of patient of age 23, whichever is later		Destroy
0556-0000	Gonorrhea Case Reports (VD-10 or VD-9.97) Documents the results of gonorrhea epidemiologic investigations. Used for data gathering, analysis, and to document the spread of disease within a community or social group.	1 yr		Destroy
0557-0000	Laboratory Log Contains records of tests performed in the small "stat" laboratory at major Venereal Disease clinics. Used as a reference source for test results, provides information for quality assurance, and a backup reference for laboratory results documented in the patient's medical chart.	5 yrs after final entry		Destroy
0558-0000	State and Federal Program File Consists of State and Federal venereal disease activity and statistical reports submitted monthly, quarterly, and annually. Includes correspondence, publications, time records, and fiscal records.			

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0558-0001	State and Federal Program File - Annual Statistical Reports	Permanent		Permanent
0558-0002	State and Federal Program File - Quarterly Statistical Reports	3 yrs		Destroy
0558-0003	State and Federal Program File - Monthly Statistical Reports	3 yrs		Destroy
0558-0004	State and Federal Program File - Statistical Reports (Copy)	Periodic review		Destroy
0558-0005	State and Federal Program File - Budget Requests	3 yrs		Destroy
0558-0006	State and Federal Program File - Time Sheets	3 yrs		Destroy
0558-0007	State and Federal Program File - Requisitions, Vouchers, Purchase Orders (Original)	6 yrs		Destroy
0558-0008	State and Federal Program File - Requisitions, Vouchers, Purchase Orders (Copy)	3 yrs		Destroy
0558-0009	State and Federal Program File - Publications			
0558-0010	State and Federal Program File - Publications (Master)	Permanent		Permanent
0558-0011	State and Federal Program File - Publications (Copy)	Periodic review		Destroy
0558-0012	State and Federal Program File - Correspondence (External)	3 yrs		Destroy

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0600-0000	TUBERCULOSIS PROGRAMS/CLINIC			
0601-0000	Patient Medical Record File			
0601-0001	Patient Medical Record File - Clinic (Copy)	10 yrs after discharge of patient or age 23, whichever is later		Destroy
0601-0002	Patient Medical Record File - Referral Agency (Copy)	5 yrs		Destroy
0602-0000	X-ray Film	5 yrs		Destroy

0650-0000	VITAL STATISTICS			
0651-0000	Burial Permit	Permanent		Permanent
0652-0000	Certificate of Marriage/Marriage License (REG-24) - Local Registrar Copy	Permanent		Permanent
0653-0000	Indexes to Records	Permanent		Permanent
0654-0000	Application for License - Marriage, Remarriage, Civil Union, or Reaffirmation of Civil Union (REG-77)	75 yrs		Destroy
0655-0000	Certificate of Live Birth (REG-16) - Local Registrar Copy	Permanent		Permanent
0656-0000	Certificate of Live Birth - Superseded Copy Copies of originals concerning adoption or legitimating.	Upon receipt of amended copy		Return to State Department of Health, Bureau or Vital Statistics and Registration
0657-0000	Certificate of Death (REG-18) - Local Registrar Copy)	Permanent		Permanent
0658-0000	Certificate of Fetal Death (REG-26) - Local Registrar Copy	Permanent		Permanent
0659-0000	Worksheet on Domestic Partnership	1 yr		Destroy
0660-0000	Vital Statistics Tabulations and Reports	Permanent		Permanent
0661-0000	Certificates - Birth, Death, Marriage, and Civil Union - Resident Copy	1 yr after receipt		Destroy
0662-0000	Disinterment/Transit Permit	Permanent		Permanent

0663-0000	Certification to Authorize the Issuance of a Death Certificate	3 yrs		Destroy
0664-0000	Certificate of Remarriage/Remarriage License (REG-23) - Local Registrar Copy Second marriage certificate for the same couple.	Permanent		Permanent
0665-0000	Burial Permit Stubs	Permanent		Permanent
0666-0000	Application for Certified Copy of Vital Statistic Records	6 yrs		Destroy
0667-0000	Daily Accounting Record Records all issuances, collections, etc.	6 yrs		Destroy
0668-0000	Copy of the Certificate of Marriage (EEG-25) Used to notify the registrar of another municipality of the use of a marriage license issued by him. State statutes required notification be forwarded within five days. (NJSA 26: 8-42)	30 days after receipt		Destroy
0669-0000	Authorization for Release Cause of Death Information (REG-20)	6 yrs		Destroy
0670-0000	Affidavit of Domestic Partnership (REG-71) - Local Registrar Copy	Permanent		Permanent
0671-0000	Certificate of Domestic Partnership (REG-72) - Local Registrar Copy	Permanent		Permanent
0672-0000	Certificate of Civil Union/Civil Union License (REG-78) - Local Registrar Copy	Permanent		Permanent
0673-0000	Certificate of Reaffirmation of Civil Union/Reaffirmation of Civil Union License (REG-79) - Local Registrar Copy	Permanent		Permanent
0674-0000	Certificate of Birth Resulting in Stillbirth - Local Registrar Copy	Permanent		Permanent
0675-0000	Delayed Certificate of Birth Resulting in Stillbirth - Local Registrar Copy	Permanent		Permanent
0676-0000	Monthly List of Deaths to County Commissioner of Voter Registration for Removal From Voter Lists (Copy)	1 yr		Destroy

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0700-0000	PHARMACY RECORDS			
0701-0000	Pharmacist/Intern Signature and/or Initial Identification Records (NJAC 13:39-6.8)	6 yrs after termination of employment		Destroy
0702-0000	Patient Profile Record System Contains: patient's address, name, age, date medication is dispensed, prescription number or designation identifying the prescription, prescriber's name, name strength and quantity of drug dispensed, initial of the dispensing pharmacist, and date of refill. (NJAC 13:39-9.13)	5 yrs from date of last entry in the profile record		Destroy

0750-0000	WIC PROGRAM			
0751-0000	WIC Program - Student Evaluation Form for County College Dietetic Technician Program	2 yrs		Destroy
0752-0000	WIC Program - Client Participation Case File Contains: Notice of Termination, Lost/Stolen WIC Participant I.D. Cards Affidavit, program Notice of Participation, Notice of Eligibility or Ineligibility (H2452), WIC Program Referral Follow-up forms, WIC Certification form (EDS-WIC-IC-3PT), WIC Children's Dietary History, and WIC ID Cards	7 yrs after termination from program		Destroy
0753-0000	WIC Program -Program Contract Progress File Contains: WIC Program Contract Progress Report (OC-32b), Report of Contract Expenditures (B & A 49), Notice of Check Investigation, Program Information Chart, Invoices, Program Worksheet, Monthly Reports, and Time Analysis.	7 yrs after termination from program		Destroy
0754-0000	WIC Program - Vendor File Contains: Vendor Complaint, WIC Food List for Vendor Monitoring, WIC Authorized Proxy (Form A) Commodity Price List Survey (WIC-26), Notice of Check of Investigation, and contract agreement.	7 yrs after termination from program		Destroy
0755-0000	WIC Program - Computer Generated Instruction Forms Contains: batch control for voided and unclaimed checks, batch control listing, program input (batch control), critical error information request, check listing, check listing for checks paid without issues, and lost/stolen check report.	3 yrs		Destroy
0756-0000	WIC Program - Child Health Conference and Pediatric Clinics Monthly Summary	3 yrs		Destroy
0757-0000	WIC Program - Prenatal Monthly Nutrition Activities Summary	3 yrs		Destroy
0758-0000	WIC Program - Nutritionist's Daily Time Record	6 yrs		Destroy
0759-0000	WIC Program - Equipment and Program Inventories	3 yrs		Destroy
0760-0000	WIC Program - Manual Checks (Pink Copy)	3 yrs		Destroy
0761-0000	WIC Program - Check Register (Electronic and Hardcopy)	7 yrs		Destroy

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0762-0000	WIC Program - Output Reports			
0762-0001	WIC Program - Enrollment Report	3 yrs		Destroy
0762-0002	WIC Program - Financial Report	7 yrs		Destroy

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0800-0000	FAMILY PLANNING CLINIC			
0801-0000	General Record Series Deleted - see County and Municipal General Schedule	_____		_____
0802-0000	Medical Supplies Inventory	7 yrs		Destroy
0803-0000	Statistical Data	3 yrs		Destroy
0804-0000	Family Planning Survey Instrument (FP-10)	3 yrs		Destroy
0805-0000	Health Education and Counseling	3 yrs		Destroy
0806-0000	Evaluation Reports	3 yrs		Destroy

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0807-0000	QUALITY ASSESSMENT			
0808-0000	Quality Assessment - Program Review	3 yrs		Destroy
0809-0000	Quality Assessment - Patient Care Review	3 yrs		Destroy
0810-0000	Quality Assessment - Educational Review	3 yrs		Destroy
0811-0000	Quality Assessment - State and Federal Policies and Procedures	Permanent		Permanent
0812-0000	Quality Assessment - Clinic Policies and Procedures	Permanent		Permanent
0813-0000	Quality Assessment - Family Planning Visit Record	3 yrs		Destroy

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0814-0000	FINANCIAL			
0815-0000 - 0818-0000	General Record Series Deleted - see County and Municipal General Schedule	_____		_____
0819-0000	Title XX Report	7 yrs		Destroy
0820-0000	Bureau of Common Reporting Requirements (BCRR) Report	7 yrs		Destroy
0821-0000 - 0822-0000	General Record Series Deleted - see County and Municipal General Schedule	_____		_____

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0823-0000	MEDICAL RECORDS			
0824-0000	NFPRS Log	3 yrs		Destroy
0825-0000	Pap Log	3 yrs		Destroy
0826-0000	Pregnancy Log	3 yrs		Destroy
0827-0000	Medical Record	10 yrs after discharge of patient or age 23, whichever is later		Destroy
0828-0000	Discharge Summary Sheet	20 yrs		Destroy
0829-0000	Medical Policies and Opinions	Permanent		Permanent

0850-0000	SOCIAL SERVICES PROGRAM			
0852-0000	Fact Sheet and Phone Intake Sheet	10 yrs after discharge of patient or age 23, whichever is later		Destroy
0852-0000	Confidential Client History	10 yrs after discharge of patient or age 23, whichever is later		Destroy
0853-0000	Consent for Release for Information	10 yrs after discharge of patient or age 23, whichever is later		Destroy
0854-0000	Follow-up Survey	10 yrs after discharge of patient or age 23, whichever is later		Destroy
0855-0000	Emergency Referral Form	10 yrs after discharge of patient or age 23, whichever is later		Destroy
0856-0000	Financial Liability Determination	10 yrs after discharge of patient or age 23, whichever is later		Destroy
0857-0000	Municipality Report – Client Contacts and Statistics from Municipalities			
0857-0001	Municipality Report - Annual	5 yrs		Destroy
0857-0002	Municipality Report - Monthly	3 yrs		Destroy
0858-0000	Sign-in/Sign-out Log	3 yrs after final entry		Destroy
0859-0000	Counselor Weekly Work Schedule	1 yr		Destroy

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0900-0000	AMBULATORY MEDICAL CARE PROGRAM			
0901-0000	<p>Patient File Contains: Problem List (25-81), Medication Sheet (24-81), Laboratory Test Results/ Immunization History (21-81), Progress Notes (23-81), Initial Audit Health Physical Exam and Health History (22A-81), In-House Lab Work Sheet, Audio logy Screening, Health Maintenance Assessment/Progress Notes (HMA-6), Electrocardiograph Readings (Mount for Burdick Single-Channel Set), Record Vision Tests, and Referral Form. (Department of Health and Senior Services (MCH-18))</p>	10 yrs after discharge of patient or age 23, whichever is later		Destroy

0950-0000	SPECIAL CHILD HEALTH SERVICES PROGRAM			
0951-0000	Special Child Health Services Registration Form (CH-O)	10 yrs after discharge of patient or age 23, whichever is later		Destroy
0952-0000	Individual Service Plan Sheet - Case Management Services	10 yrs after discharge of patient or age 23, whichever is later		Destroy
0953-0000	Data Sheet Background data about patient's family/and community contacts.	10 yrs after discharge of patient or age 23, whichever is later		Destroy
0954-0000	Progress Notes	10 yrs after discharge of patient or age 23, whichever is later		Destroy
0955-0000	Screening Questionnaire Questionnaire completed by parent.	10 yrs after discharge of patient or age 23, whichever is later		Destroy
0956-0000	Authorization for Transfer of Agency Medical/Educational Reports and Evaluations Signed by parent/guardian for the individual.	10 yrs after discharge of patient or age 23, whichever is later		Destroy
0957-0000	Socio-Economic Statement - Department of Health and Senior Services, Parental and Child Health Services (CH-9)	10 yrs after discharge of patient or age 23, whichever is later		Destroy
0958-0000	Referral Form - Department of Health and Senior Services (MCH-18))	10 yrs after discharge of patient or age 23, whichever is later		Destroy
0959-0000	Checklist - Services Information Wanted	10 yrs after discharge of patient or age 23, whichever is later		Destroy
0960-0000	Service Cost Record - Department of Human Services, Division of Medical Assistance and Health Services, Community Care Program for the Elderly and Disabled (CCPRD-10)	10 yrs after discharge of patient or age 23, whichever is later		Destroy
0961-0000	Care Plan - Department of Human Services, Division of Medical Assistance and Health Services, Community Care Program for the Elderly and Disabled (CCPRD-11)	10 yrs after discharge of patient or age 23, whichever is later		Destroy
0962-0000	Case Activity Log	3 yrs after final entry		Destroy

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0963-0000	Contract Progress Report - Case Management Services (Department of Health and Senior Services, Special Child Health Services (OBS-67))	10 yrs after discharge of patient or age 23, whichever is later		Destroy
0964-0000	Request for Extension of Care - Department of Health and Senior Services, Parental and Child Health Services (CH-2)	10 yrs after discharge of patient or age 23, whichever is later		Destroy
0965-0000	Physician's Examination/Request for Services - Department of Health and Senior Services Parental and Child Health Services (CH-1)	10 yrs after discharge of patient or age 23, whichever is later		Destroy
0966-0000	Referral Log Record of referral source and diagnosis by date and SCHS number.	3 yrs after final entry		Destroy
0967-0000	Statistical Summary Sheet Record of total number of initial and follow-up screen/visit/contacts by municipality.	3 yrs		Destroy

1000-0000	CHRONIC DISEASE PROGRAM: HYPERTENSION IDENTIFICATION PROJECT			
1001-0000	Screening Questionnaire and Consent Form	10 yrs after discharge of patient or age 23, whichever is later		Destroy
1002-0000	Blood Pressure Test Follow-up Letter to Patient Requesting Further Testing for Hypertension/and Physician Follow-up (HDP-2)	10 yrs after discharge of patient or age 23, whichever is later		Destroy
1003-0000	Emergency Referral - Elevated Blood Pressure Test Results and Recommendations	10 yrs after discharge of patient or age 23, whichever is later		Destroy
1004-0000	Secondary Screening (HYP-2)	10 yrs after discharge of patient or age 23, whichever is later		Destroy
1005-0000	Information Letter to Physicians	3 yrs		Destroy

1050-0000	CHRONIC DISEASE PROGRAM: DIABETES DETECTION AND CONTROL			
1051-0000	Screening Questionnaire	10 yrs after discharge of patient or age 23, whichever is later		Destroy
1052-0000	Note to Patient Requesting Fasting Capillary Glucose Test	10 yrs after discharge of patient or age 23, whichever is later		Destroy
1053-0000	Note to Patient - Negative Report for Fasting Test	10 yrs after discharge of patient or age 23, whichever is later		Destroy
1054-0000	Referral Letter Requesting Additional Tests Fasting Blood Sugar, Serum Cholesterol, Serum Triglycerides	10 yrs after discharge of patient or age 23, whichever is later		Destroy
1055-0000	Patient Instructions for Lab Tests	10 yrs after discharge of patient or age 23, whichever is later		Destroy
1056-0000	Notification of Screenee Regarding Elevated Blood Fats	10 yrs after discharge of patient or age 23, whichever is later		Destroy
1057-0000	Notification of Screenee Regarding Elevated Blood Sugar	10 yrs after discharge of patient or age 23, whichever is later		Destroy
1058-0000	Notification Letter to Screenee - Tests Within Normal Limits	10 yrs after discharge of patient or age 23, whichever is later		Destroy

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1100-0000	CHRONIC DISEASE PROGRAM: CERVICAL CANCER SCREEING			
1101-0000	Patient Consent Form for Breast Exam, Pelvic Exam, and Pap Test	10 yrs after discharge of patient or age 23, whichever is later		Destroy
1102-0000	Cervical Cancer Screening Report	10 yrs after discharge of patient or age 23, whichever is later		Destroy
1103-0000	Pap Test Registration Form	10 yrs after discharge of patient or age 23, whichever is later		Destroy
1104-0000	Hemoccult Registration Form	10 yrs after discharge of patient or age 23, whichever is later		Destroy
1105-0000	Metpath Cytology - Clinical Information and Diagnosis/Billing Information	6 yrs after final payment		Destroy
1106-0000	Pap Test Statistical Data Sheet	5 yrs		Destroy
1107-0000	Screening Questionnaire	10 yrs after discharge of patient or age 23, whichever is later		Destroy
1108-0000	Monthly Clinic Report	3 yrs		Destroy

1150-0000	CHRONIC DISEASE PROGRAM: COLON-RECTAL CANCER SCREENING			
1151-0000	Hemoccult Registration Form	10 yrs after discharge of patient or age 23, whichever is later		Destroy
1152-0000	Information Sheet Hemoccult Test	10 yrs after discharge of patient or age 23, whichever is later		Destroy
1153-0000	Referral Letter to Physician/Follow-Up Exam Results for Positive Hemoccult Slide Test	10 yrs after discharge of patient or age 23, whichever is later		Destroy
1154-0000	Letter to Patient/Follow-up Questionnaire to Patient – Positive Hemoccult Slide Test	10 yrs after discharge of patient or age 23, whichever is later		Destroy
1155-0000	Letter to Patient - Negative Hemoccult Slide Test	10 yrs after discharge of patient or age 23, whichever is later		Destroy
1156-0000	Cancer Screening Program Worksheet	5 yrs		Destroy
1157-0000	Contract Project Report Statistics Demographics of Screenees.	5 yrs		Destroy
1158-0000	Monthly Clinic Report	3 yrs		Destroy

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1200-0000	CHRONIC DISEASE PROGRAM: VISION SCREENING			
1201-0000	Notification to Patient - Eye Test Results - Pass/Fail	10 yrs after discharge of patient or age 23, whichever is later		
1202-0000	Referral Letter to Physician/Follow-up Examination Results	10 yrs after discharge of patient or age 23, whichever is later		
1203-0000	Patient Case History/Test Data Screening Questionnaire	10 yrs after discharge of patient or age 23, whichever is later		

1250-0000	INTOXICATED DRIVER RESOURCE CENTERS (IDRC)			
1251-0000	Intoxicated Driver Resource Center (IDRC) Client File Contains: driver evaluation, agreement to participate in the treatment program, test results, driving record abstract, attendance records, release records, 10-day Contact Letter, 10-day Warning Letter for Non-compliance, Alcoholism Screening Test, Cancellation of Non-Compliance Letter, Data Sheet, Emergency Information Sheet, IDRC Client Contract, IDRC Final Test., IDRC Pre-Test, Instructions for Autobiographical Statement. Orientation Plan Checklist, Records Transfer Letter, Staff Assessment/Treatment Plan, Verification of Treatment Letter, Schedule (ALC-2), Client Scheduling Roster (ALC-35), Non-Compliance Report (ALC-36), Questionnaire Answer Sheet (ALC-37), Client Screening/Evaluation Scoring (ALC-38), Agreement to Participate in a Alcoholic/Narcotics Anonymous Attendance Record Program (ALC-39), Agreement to Participate in Treatment (ALC-40), Records Release Authorization (ALC-41), Treatment Referral (ALC-43), Client Intake (ALC-45), Client Treatment Progress (ALC-46), Client Release (ALC-47), Program Completion (ALC-48), Certificate of Attendance (ALC-51), Program Schedule (ALC-56), Certificate of Detention (ALC-57), Abstract of Driving Record (DC-11), Disposition of Traffic Violation (MF-1), and Attendance Record (ALC-44). Master Offender File maintained by the State Alcohol Countermeasures Program.			
1251-0001	Intoxicated Driver Resource Center (IDRC) Client File - First Offender Client that is not treatment appropriate and has been referred to the Alcohol Safety Institute (ASI).	2 yrs		Destroy
1251-0002	Intoxicated Driver Resource Center (IDRC) Client File - Multiple Offender Client that is not treatment appropriate and has been referred to the Alcohol Safety Institute (ASI).	12 yrs		Destroy
1251-0003	Intoxicated Driver Resource Center (IDRC) Client File - Offender Treatment Appropriate Client that is treatment appropriate and has been referred to the Alcohol Safety Institute (ASI).	12 yrs after completion of program		Destroy