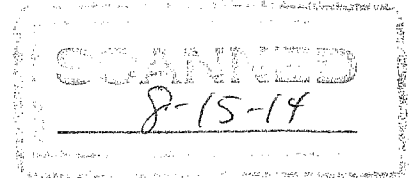




800 E. 17th Avenue
Columbus, Ohio 43211-2497

JUL 19 2014



STATE AND LOCAL
GOVERNMENT RECORDS
RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Geauga County Health District _____
(local government entity) (unit)
Robert Weisdack Robert Weisdack Health Commissioner _____
(signature of responsible official) (name) (title) (date)

Section B: Records Commission

Geauga County Health District 440-279-1904
Records Commission (telephone number)
470 Center St. Bldg. 8 Chardon 44024 Geauga
(address) (city) (zip code) (county)

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

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.

Ralph [Signature] 7/11/14
Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

Connie Conner State Records Archivist 7/28/14
Signature Title Date

Section D: Auditor of State

Martin E. March 8-5-14
Signature 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

RECEIVED

AUG 25 2014

GEAUGA COUNTY
HEALTH DISTRICT



Section E: Records Retention Schedule

Geauga County Health District
(local government entity) (unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
<p>This schedule lists records commonly found in the county Health District's office. The retention periods specified herein are either required by statute or have been determined by best practice. Permanent records existing solely in electronic format may become inaccessible through media decay and/or hardware/software obsolescence. The Ohio Historical Society recommends that digital records with greater than a 10 year retention period also be maintained in either paper or microfilm formats. Records may not be disposed of until all audits are released and audit discrepancies have been settled. Where a lawsuit or agency proceeding is pending, a legal hold on relevant records is required. Records shall be retained until the legal hold has been removed. ELECTRONIC MAIL (e-mail) is a format on which records are sent, received and/or drafted using electronic mailing systems. E-mail is NOT a record series. Instead, each individual e-mail should be evaluated according to its content and retained in accordance with the record series adopted within this schedule that the content most closely fits.</p>					
<u>Fiscal</u>					
HD13-01	Annual Budget Fiscal allocation to the department for a fiscal year.	Permanent	Paper/ Electronic		<input type="checkbox"/>
HD13-02	Application for state subsidy Application for funds from the state. Includes Ohio Dept. of Health annual financial report and online report of public health standards.	3 years	Paper/ Electronic		<input type="checkbox"/>
HD13-03	Cost Studies Accumulation, examination, and manipulation of cost data for comparisons and projections	3 years	Paper/ Electronic		<input type="checkbox"/>
HD13-04	Equipment Inventory Annual listing of all materials, machinery, tools, and other county supplies under the jurisdiction of each county office or department.	3 years	Paper/ Electronic		<input type="checkbox"/>
HD13-05	Prosecutors' Opinions Written statement by a prosecuting attorney on behalf of the department as to the legality or illegality of an action, condition, or intent.	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
HD13-06	Scrapbooks Compilation of materials for retention of institutional memory.	Permanent	Various		



(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
	<u>Nursing</u>				
HD13-07	Amish School Screenings Assessment process to identify students who may have disabilities and should undergo further testing.	10 years	Paper/ Electronic		<input type="checkbox"/>
HD13-08	Bureau for Children with Medical Handicaps (BCMh) Documents the department's administration of core programs for children with special health care needs.	21 years after discharge	Paper/ Electronic		<input type="checkbox"/>
HD13-09	Communicable Disease Report Reporting of suspected or confirmed communicable diseases.	Permanent	Paper/ Electronic		<input type="checkbox"/>
HD13-10	Flu Shot Records Record of county residents' flu shots.	5 years	Paper/ Electronic		<input type="checkbox"/>
HD13-11	Hypertension Records Records of residents' blood pressure.	6 years after last contact	Paper/ Electronic		<input type="checkbox"/>
HD13-12	Immunization Worksheets Vaccine intake forms. Includes records of all vaccines given.	30 years	Paper/ Electronic/ Film		<input type="checkbox"/>
HD13-13	Immunization Permission Slips Parental permission allowing a child to be immunized.	30 years	Paper/ Electronic/ Film		<input type="checkbox"/>
HD13-14	Lead Tests Results of required testing for the presence of lead in children.	5 years	Paper/ Electronic		<input type="checkbox"/>
HD13-15	Maternal/newborn Records of newborn visits.	7 years after birth	Paper/ Electronic		<input type="checkbox"/>
HD13-16	Orders/Receipts for Drug Biologicals Orders for vaccines.	5 years	Paper/ Electronic		<input type="checkbox"/>
HD13-17	Pregnancy Tests	3 years	Paper/ Electronic		<input type="checkbox"/>
HD13-18	Tuberculosis Disease & Reactors/positive	Permanent	Paper/ Electronic/ Film		<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 OHS- LGRP	(6) RC-3 Required by OHS- LGRP
HD13-19	Tuberculosis Misc. Investigations	Permanent	Paper/ Electronic/ Film		<input type="checkbox"/>
HD13-20	Tuberculosis Skin Testing/Positive	Permanent	Paper/ Electronic/ Film		<input type="checkbox"/>
HD13-21	Tuberculosis Skin Testing/Negative	3 years	Paper/ Electronic		<input type="checkbox"/>
HD13-22	Well-Child Health Records Records of routine scheduled check-ups.	5 years after last contact	Paper/ Electronic		<input type="checkbox"/>
HD13-23	WIC (Federal Women, Infants & Children, feeding program) (BOD & EOD) (A) Terminations (B) WIC System Records 1) Participant Records 2) General Administrative Records 3) Financial Records	 4 years 4 years 4 years 4 years	Paper/ Electronic		<input type="checkbox"/>
	<u>Environmental Health</u>				
HD13-24	Zoonosis and Animal Related Records Records regarding situations in which a disease can be transmitted to humans from animals.	5 years	Paper/ Electronic		<input type="checkbox"/>
HD13-25	Blueprints A design plan or other technical drawing.	5 years	Paper/ Electronic		<input type="checkbox"/>
HD13-26	Solid/Infectious Waste Records Documents the department's regulation of waste generated in the county that might be contaminated with infectious material. Includes medical waste.	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
HD13-27	Contractors (includes Aerobic evaluators, installers, soil professionals, plumbers, septic tank cleaners, solid waste haulers, water haulers) (A) Registrations (B) Correspondence	 5 years Permanent	Paper/ Electronic		<input type="checkbox"/>



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 State Archives of Ohio
 Local Government Records Program

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Audited means: the years
 encompassed by the records
 have been audited by the
 Auditor of State and the
 audit report has been
 released pursuant to
 Sec. 117.26 O.R.C.

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
HD13-28	Food Service Operation/ Retail Food Establishment Records	5 years provided audited	Paper/ Electronic		<input type="checkbox"/>
HD13-29	Mobile Home Park/State & County Camp Records	Permanent	Paper/ Electronic		<input type="checkbox"/>
HD13-30	Sewage Disposal System Records	Permanent	Paper/ Electronic		<input type="checkbox"/>
HD13-31	Swimming Pool Operations Reports Regulation of any person(s) who voluntarily or for remuneration performs pool services.	Permanent	Paper/ Electronic		<input type="checkbox"/>
HD13-32	Body Art/Tattoo Records Regulation of practitioners of tattooing or body art for health purposes.	Permanent	Paper/ Electronic		<input type="checkbox"/>
HD13-33	Private/Public Water Well Records	Permanent	Paper/ Electronic		<input type="checkbox"/>
HD13-34	Plumbing Records	Permanent	Paper/ Electronic		<input type="checkbox"/>
HD13-35	Nuisance Complaint Records Records of complaints from the public regarding public health concerns.	Permanent	Paper/ Electronic		<input type="checkbox"/>
	<u>Vital Statistics</u>				
HD13-36	Applications for Birth & Death certificates	2 years provided audited	Paper/ Electronic		<input type="checkbox"/>
HD13-37	Birth Records	Permanent	Paper/ Electronic/ Film		<input checked="" type="checkbox"/>
HD13-38	Death Records	Permanent	Paper/ Electronic/ Film		<input checked="" type="checkbox"/>
HD13-39	Stillbirth Certificates	Permanent	Paper/ Electronic/ Film		<input checked="" type="checkbox"/>
	<u>General Records</u>				



(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
HD13-40	AUDIO VISUAL, PUBLIC RELATIONS & TRAINING MATERIALS Materials and resources compiled or created for presentations, public relations events and/or training exercises.	Until superseded or obsolete. Appraise for historical value	Various		<input type="checkbox"/>
HD13-41	BADGES & IDENTIFICATION Employee identification badges and keyless entry devices and related records.	Turn in upon termination of employment	Various		<input type="checkbox"/>
HD13-42	BLANK FORMS Obsolete, unneeded, or superseded forms stock announcements related to job functions.	Until obsolete or superseded	Paper/ Electronic		<input type="checkbox"/>
HD13-43	DELIVERY SLIPS/ PACKING SLIPS Documents received when accepting goods from a carrier or vendor.	Until no longer of administrative value	Paper		<input type="checkbox"/>
HD13-44	DIRECTORIES/ LISTS/ ROSTERS Lists including such information as employee phone numbers, e-mail addresses, staff rosters, committee memberships, assignments, schedules.	Until superseded, obsolete, or replaced	Paper/ Electronic		<input type="checkbox"/>
HD13-45	FEE SCHEDULES Fees for goods or services provided by the county.	Until updated, superseded, or obsolete	Paper/ Electronic		<input type="checkbox"/>
HD13-46	GRANT FILES Documents the application, evaluation, awarding, monitoring, and tracking of grants received.	Maintain records as required by grant; if retention unspecified, 5 years provided all State or Federal audits have been conducted, the audit reports released and all litigation, claims, or audit findings have been resolved.	Paper/ Electronic		<input type="checkbox"/>
HD13-47	LEASES A contract by which one party conveys land, property, services, etc., to another for a	2 years after expiration	Paper/ Electronic		<input type="checkbox"/>



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	specified time. A) Equipment				
HD13-48	MAIL Communication received from other agencies, commercial entities, and outside institutions or individuals for general information purposes.	Until no longer of administrative value	Paper		<input type="checkbox"/>
HD13-49	MATERIAL SAFETY DATA SHEETS Information about properties of chemicals, including physical data, toxicity, first aid, storage, disposal processes, etc.	Until superseded	Paper/ Electronic		<input type="checkbox"/>
HD13-50	MEETING NOTICES Notices posted publicly showing the time, place, and subject of upcoming meetings of boards, commissions, and agencies.	1 year	Paper/ Electronic		<input type="checkbox"/>
HD13-51	MEMORANDA Internal communication.	Use correspondence guidelines	Paper/ Electronic		<input type="checkbox"/>
HD13-52	RESOLUTIONS Written motions officially documenting policy development and decisions.	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
	** The Geauga County Health District will also utilize the Geauga County General Schedule of Records Retention and Disposition.				