

GENERAL SCHEDULE #7 - Local Health Departments

This Retention and Disposal Schedule revises the schedule that was approved on 10/5/2004.


This Retention and Disposal Schedule covers records that are commonly found in **local health departments**. The records that are described on the attached pages are deemed necessary (1) for the continued effective operation of Michigan government, (2) to constitute an adequate and proper recording of its activities, and (3) to protect the legal rights of the government of the State of Michigan and of the people. We, the undersigned, believe that this schedule meets the administrative, legal, fiscal and archival requirements of the State of Michigan.



Nick Lyon, Director
Michigan Department of Health and Human Services

3/15/18


(Date)



Brice Sample, Records Manager
Department of Technology, Management and Budget, Records Management Services

4/10/18

(Date)



Mark E. Harvey, State Archivist
Department of Natural Resources, Archives of Michigan

4/13/18

(Date)

APPROVED

State Administrative Board

4.24.18

(Date)

GENERAL SCHEDULE #7 - Local Health Departments

This Retention and Disposal Schedule revises item #7.169 on the schedule that was approved on 4/24/2018.

This Retention and Disposal Schedule covers records that are commonly found in **local health departments**. The records that are described on the attached pages are deemed necessary (1) for the continued effective operation of Michigan government, (2) to constitute an adequate and proper recording of its activities, and (3) to protect the legal rights of the government of the State of Michigan and of the people. We, the undersigned, believe that this schedule meets the administrative, legal, fiscal and archival requirements of the State of Michigan.

Nick Lyon

Nick Lyon, Director
Michigan Department of Health and Human Services

8/15/18
(Date)

Brice Sample

Brice Sample, Records Manager
Department of Technology, Management and Budget, Records Management Services

8/28/18
(Date)

Mark E. Harvey

Mark E. Harvey, State Archivist
Department of Natural Resources, Archives of Michigan

9/6/18
(Date)

APPROVED

State Administrative Board

09.25.18
(Date)

GENERAL SCHEDULE #7 - Local Health Departments

This Retention and Disposal Schedule adds new items to the schedule that was approved on 4/24/2018.

This Retention and Disposal Schedule covers records that are commonly found in **local health departments**. The records that are described on the attached pages are deemed necessary (1) for the continued effective operation of Michigan government, (2) to constitute an adequate and proper recording of its activities, and (3) to protect the legal rights of the government of the State of Michigan and of the people. We, the undersigned, believe that this schedule meets the administrative, legal, fiscal and archival requirements of the State of Michigan.



02/14/20

Robert Gordon, Director
Michigan Department of Health and Human Services

(Date)



E-SIGNED by Brice Sample
on 2020-08-03 12:02:49 EDT

Brice Sample, Records Manager
Department of Technology, Management and Budget, Records Management Services

(Date)



E-SIGNED by Mark Harvey
on 2020-08-07 11:39:17 EDT

Mark E. Harvey, State Archivist
Department of Natural Resources, Archives of Michigan

(Date)



E-SIGNED by Shelby Troub
on 2020-08-18 12:30:51 EDT

8/18/2020

State Administrative Board

(Date)

STATE OF MICHIGAN
General Retention Schedule #7 - Local Health Departments

Program Area	Item #	Series Title	Series Description	Retention Period	Approval Date
Administration	00000 -	Introduction	<p>Local Health Departments (LHDs) provide programs and services to protect and improve the health of families and communities in their jurisdiction through the promotion of healthy lifestyles, research for disease and injury prevention, environmental hazard mitigation and prevention, the detection and control of infectious diseases, and emergency preparedness and response.</p> <p>Where applicable, LHDs should comply with General Schedule #1 for Nonrecord Materials, General Schedule #26 for Local Government Human Resources, and General Schedule #31 for Local Government Financial Records. These schedules are available online at www.michigan.gov/recordsmanagement/.</p>		
Administration	7.001 -	Periodic Activity Reports (supersedes item #7.070)	These records document an individual or a government agency's progress with their duties and activities. They are prepared periodically (weekly, monthly, annually, etc.) They may include, but may not be limited to, reports (narrative and/or statistical), and supporting documentation.	RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	10/5/2004
Administration	7.016 -	Subject Files	These records document various topics, issues, projects or activities that an agency/employee is involved in. <i>Subject files are generally organized alphabetically by topic.</i> Subject files may include, but may not be limited to, topical reference files about issues, strategic planning files for the agency or specific initiatives, and special project files. Document types may include, but may not be limited to, topical correspondence, memoranda, reports, research, articles, meeting notes, and related background materials. Subject files do NOT include case files, human resource files, accounting records and other specific function-based records.	RETAIN UNTIL: Activity related to the subject ends PLUS: 5 years THEN: Destroy	10/5/2004
Administration	7.017 -	Forms History Records	These records document the changes that are made to forms over time. They may include, but may not be limited to, each version of a form, and supporting documentation.	RETAIN UNTIL: Form is obsolete THEN: Destroy	10/5/2004
Administration	7.018 -	Freedom of Information Act (FOIA) Requests	These records document requests for information and public records maintained by state agencies. They may include, but may not be limited to, requests for information, correspondence, a copy of the information released, and billing documentation.	RETAIN UNTIL: Request is fulfilled PLUS: 1 year THEN: Destroy	10/5/2004

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Program Area	Item #	Series Title	Series Description	Retention Period	Approval Date
Administration	7.019 -	General Correspondence	These records document general inquiries for information and assistance. They do not pertain to a specific issue or case. <i>They are often organized chronologically or by correspondent's name.</i> General correspondence may include referral correspondence. If the correspondence does pertain to a specific issue it should be filed with other relevant records. General correspondence may exist in a variety of formats, including memos, letters, notes and electronic mail messages. These records also include automated or manual tools that index and/or track when correspondence was received, the topic of the correspondence, who is responsible for responding to the correspondence, and when the correspondence is considered closed for further action.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	10/5/2004
Administration	7.020 -	Legislative Records	These records document involvement in the legislative process both at the state and federal levels. They may include, but may not be limited to, bills, bill analyses, program bulletins, and correspondence.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	10/5/2004
Administration	7.021 -	Litigation Files	These records document litigation to which an agency is a party. They may include, but may not be limited to, depositions, transcripts, decisions, correspondence, data, exhibits, research materials, reports, press releases, and media clippings.	RETAIN UNTIL: Final disposition of the case (including appeals) PLUS: 5 years THEN: Destroy	4/24/2018
Administration	7.022 -	Policies and Procedures	These records document agency expectations for employee conduct and customer interaction, public conduct when receiving services, roles and responsibilities, standards for operation, procedures and activities of an office, etc. They may include, but may not be limited to, policies, procedures, orders, regulations, circulars, policy memos, information sheets, standards, instructions, user manuals, process maps and analyses, and supporting documentation.	RETAIN UNTIL: Replaced by a new approved version THEN: Destroy	4/24/2018
Administration	7.023 -	Policy Development Records	These records document the development and promulgation of official policies and procedures. They may include, but may not be limited to, memos, copies of legal decisions, statutes, bulletins, newspaper clippings, drafts, revisions, copies of policies and procedures, and supporting documentation.	RETAIN UNTIL: effective date of the policy/ procedure or the last date of revision, whichever is later THEN: Destroy	10/5/2004

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Program Area	Item #	Series Title	Series Description	Retention Period	Approval Date
Administration	7.024 -	Transitory Records	These records document agency activities, but have temporary value, and do not need to be retained once their intended purpose has been fulfilled. These records are not an integral part of administrative or operational activities, are not required to sustain administrative or operational functions, are not regularly filed in a standard recordkeeping system, are not required to meet statutory obligations, and are recorded only for the time required for the completion of actions. Examples of transitory records include routine requests for information that require no administrative actions or policy decisions, special compilation or research; requests to order supplies; reminders for an upcoming meeting, etc.	RETAIN UNTIL: Activity is completed THEN: Destroy	4/24/2018
Administration	7.032 -	Board of Health Meeting Records	These records document the official activities of the Board of Health. They may include, but may not be limited to, original approved (sometimes signed) meeting minutes, agendas, audio/visual recordings, and supporting documentation. If audio/visual recordings are transcribed, the original recordings can be destroyed, and the transcriptions will be preserved instead. If audio/visual recordings are not transcribed, the original recordings shall be retained. These records do not include meeting notices, bulletins, or documentation of expenditures.	Permanent. If changed, transfer to the Archives of Michigan.	10/5/2004
Administration	7.033 -	Meeting Records	These records document internal departmental, division, and other staff meetings. They may include, but may not be limited to, meeting minutes, agendas, and distribution materials.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	
Administration	7.034 -	Open Meeting Transcripts	These records document approved transcripts of open meetings.	Permanent. If changed, transfer to the Archives of Michigan.	10/5/2004
Administration	7.035 -	Closed Meeting Records	These records document closed meeting sessions only. They may include, but may not be limited to, original approved (sometimes signed) meeting minutes, agendas, audio/visual recordings, and supporting documentation.	RETAIN UNTIL: 1 year and 1 day after approval of the minutes of the regular meeting at which the closed session occurred, per MCL 15.263 sec (3)(5) THEN: Destroy	4/24/2018

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Program Area	Item #	Series Title	Series Description	Retention Period	Approval Date
Administration	7.059 -	Agency Internal Newsletters	These records document information that is distributed internally to employees.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	10/5/2004
Administration	7.060 -	Publications	These records document information that is published by the agency for the public. They may include, but may not be limited to, brochures, newsletters, promotional videos, promotional social media postings, and annual reports.	RETAIN UNTIL: Superseded by a new version THEN: Destroy	10/5/2004
Administration	7.061 -	News Service Clippings	These records document news media articles about the LHD.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	10/5/2004
Administration	7.062 -	Photographs, Films, Videos and Memorabilia	These records document events and activities of the government agency. They may include, but may not be limited to, photographs, videos, news clippings, certificates, and awards.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	4/24/2018
Administration	7.063 -	Press Releases	These records document official statements that are released by the LHD to inform the public.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	10/5/2004
Administration	7.064 -	Publication Development Records	These records document the development of publications. They may include, but may not be limited to, drafts, and supporting documentation.	RETAIN UNTIL: Publication is finalized THEN: Destroy	4/24/2018
Administration	7.192 -	Safety and Public Incident Reports	These records document incidents involving employees and the public, such as evacuations, quarantines, exposures, etc.	RETAIN UNTIL: Date created PLUS: 12 years THEN: Destroy	4/24/2018
Administration	7.193 -	Hazardous Materials Safety Data Sheets	These records document hazardous material on the premises. They may include, but may not be limited to, product manufacturer, composition, physical and chemical properties, identification of hazards, fire hazard, accidental release measures, handling and storage, first aid measures, toxicology, ecological information, disposal and transport considerations, and regulatory information. (OSHA 29 CFR1910.1200.g)	RETAIN UNTIL: Hazardous material is not in use nor stored on the property PLUS: 30 years THEN: Destroy	10/5/2004
Administration	7.204 -	Emergency Plans	These records document plans for responding to public health emergencies within a jurisdiction. They may include, but may not be limited to, plans, appendices, contact lists, supporting documentation, resources, and vaccination and medication dispensing information (medical counter measures).	RETAIN UNTIL: Superseded by a new version THEN: Destroy	4/24/2018

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Program Area	Item #	Series Title	Series Description	Retention Period	Approval Date
Administration	7.205 -	PHEP Cooperative Agreement Administration	These records document agreements between the State of Michigan and local health departments to administer funds from the public health emergency preparedness cooperative (PHEP) agreement. They may include, but may not be limited to, agreements, work plans, progress reports, correspondence, and meeting minutes.	RETAIN UNTIL: Agreement expires PLUS: 6 years THEN: Destroy	4/24/2018
Administration	7.206 -	Emergency Drills, Exercises, and Response Activities	These records document drills and exercises conducted by the LHD to prepare for, respond to, and recover from emergencies, as well as actual responses to emergencies. They may include, but may not be limited to, situation manuals, player handbooks, after action reports and improvement plans, evaluation materials, multi-year training and exercise plans, training and exercise planning workshop documentation, incident action plans, and situation reports.	RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy	4/24/2018
Clinical Services and Programs	7.075 -	Adverse Reaction Forms	These records document any time a client has an adverse reaction to a vaccine. They may include, but may not be limited to, VAERS-1 Forms, and supporting documentation.	RETAIN UNTIL: date the form is completed, or until a minor client is past the age of majority. If involved in litigation, retain until the case is resolved. PLUS: 7 years THEN: Destroy	10/5/2004
Clinical Services and Programs	7.076 -	Biologics Vaccine Records (supersedes item #7.077 - 7.083)	These records document the storage, handling and administration of biologics vaccines. They may include, but may not be limited to, storage and handling reports, accident cost reports, doses administered reporting forms, vaccine inventory reports, provider enrollment forms, and provider profiles.	RETAIN UNTIL: Fiscal year ends PLUS: 3 years THEN: Destroy	4/24/2018
Clinical Services and Programs	7.126 -	Immunization Records (supersedes item #7.127)	These records document immunizations that are provided. They may include, but may not be limited to, signature record cards (DCH-0606), and vaccine administration records (IP-95).	RETAIN UNTIL: Date vaccine is given (if an adult) PLUS: 10 years OR RETAIN UNTIL: Age of majority (if a minor) PLUS: 7 years THEN: Destroy	4/24/2018

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Program Area	Item #	Series Title	Series Description	Retention Period	Approval Date
Clinical Services and Programs	7.128 -	Immunizations--School Children (supersedes item #7.129, 7.130)	These records document immunizations that are provided to school children. They may include, but may not be limited to, school entrants immunization report forms (DCH-0662), child care center immunization report forms (DCH0663), and summary report forms (DCH-0695).	RETAIN UNTIL: End of the school year PLUS: 2 years THEN: Destroy	4/24/2018
Clinical Services and Programs	7.186 -	Substance Abuse Disorder Program Files	These records document licenses that are issued by the Michigan Department of Licensing and Regulatory Affairs (LARA) to LHDs to conduct substance abuse disorder programs. They may include, but may not be limited to, licenses, contracts, statistical data, and correspondence.	RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	4/24/2018
Clinical Services and Programs	7.187 -	Certified Diabetes Self-Management Education Programs	These records document the certification of diabetes self-management education programs. They may include, but may not be limited to, applications for certification and re-certification, supporting documentation, annual reports, statistical reports, and change reports.	RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy	10/5/2004
Clinical Services and Programs	7.200 -	Programmatic Administrative Records	These records document the administration of a particular program or service. They may include, but may not be limited to, reference materials, reports, in-service materials, evaluations, meeting notes, and statistical reports.	RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy	4/24/2018
Clinical Services and Programs	7.201 -	Client Files and Charts (supersedes item #7.074, 7.084, 7.086, 7.089, 7.116, 7.120, 7.121, 7.122, 7.123, 7.124, 7.125, 7.131, 7.132, 7.135, 7.136, 7.137, 7.138, 7.182, 7.183, 7.184, 7.185)	These records document clinical services provided to a client. They may include, but may not be limited to, the following programs: adolescent health, vaccinations, breast and cervical cancer control, childhood lead poisoning prevention and treatment, children's special health care services, disease investigation and surveillance, family planning, hearing and vision services, immunizations, maternal and infant health, pre-natal care, nursing, teen parent, WIC (women, infants and children), early periodic screening, diagnosis and treatment, HIV, STDs, Partner Services (for non-HIV cases), and substance abuse disorder programs.	RETAIN UNTIL: Date of last service, or until a minor reaches the age of 18, whichever is longer PLUS: 7 years THEN: Destroy	4/24/2018

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Program Area	Item #	Series Title	Series Description	Retention Period	Approval Date
Clinical Services and Programs	7.202 -	Medical Examiner Files	These records document how the medical examiner determines the cause of death. They may include, but may not be limited to, autopsy reports, medical examiner investigator (MEI) reports, medical examination notes, photos, death certificates, cremation permits, EMS reports, police reports, medical records and doctor reports, lab results, toxicology reports, sudden and unexplained child death scene investigation forms, contact information, and record requests.	RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy	4/24/2018
Clinical Services and Programs	7.203 -	Michigan Care Improvement Registry (MCIR) Record Requests	These records document requests from parents, case workers, guardians, etc. They may include, but may not be limited to, requests, responses, a copy of a driver's license, and supporting documentation.	RETAIN UNTIL: Date created PLUS: 3 months THEN: Destroy	4/24/2018
Clinical Services and Programs	7.211 -	Partner Services Files for HIV Cases	These records document how the LHD delivers partner services for a person living with HIV or their at-risk partner. They may include, but may not be limited to, referral to another jurisdiction within or outside of Michigan, investigation documents, referral into a designated care/case management agency, and early intervention services.	RETAIN UNTIL: LHD receives the information PLUS: 1 year THEN: Destroy	8/18/2020
Environmental Health	7.158 -	Environmental Health Complaints	These records document complaints submitted by individuals, businesses and community organizations. They may include, but may not be limited to, complaints, responses, and investigation documents.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	10/5/2004
Environmental Health	7.159 -	Care Facility Files (supersedes item #7.160, 7.161, 7.162, 7.164)	These records document the licensing of child day care and adult foster care facilities. They may include, but may not be limited to, licenses, inspection reports, water sample results, enforcement actions, and correspondence.	RETAIN UNTIL: Facility is no longer providing care services PLUS: 5 years THEN: Destroy	4/24/2018
Environmental Health	7.165 -	Food Service - Licensing and Inspection Files (supersedes item #7.166, 7.167)	These records document the licensing of food service establishments. They may include, but may not be limited to, license applications, licenses, inspection reports, and evaluation reports.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	4/24/2018
Environmental Health	7.168 -	Food Service - Correspondence and Complaints	These records document correspondence and consumer complaints that are received about food service establishments.	RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	4/24/2018
Environmental Health	7.169 -	Food Service - Temporary Food Establishment Licenses	These records document licenses that are issued to food service establishments that will only be operating on a temporary basis. They may include, but may not be limited to, applications, supporting documentation and licenses.	RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	9/25/2018

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Program Area	Item #	Series Title	Series Description	Retention Period	Approval Date
Environmental Health	7.170 -	Food Service - Legal and Enforcement Records (supersedes item #7.171)	These records document enforcement actions taken against food service establishments. They may include, but may not be limited to, correspondence, notices, and legal documents.	RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy	4/24/2018
Environmental Health	7.172 -	Food Service - Outbreak Investigations	These records document investigations into foodborne illness outbreaks. They may include, but may not be limited to, lab results, notes, correspondence, and supporting documentation.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	4/24/2018
Environmental Health	7.175 -	Food Service - Water and Sewage Disposal Records (supersedes item #7.176)	These records document the water supply and sewage disposal systems used by food establishments that are not connected to a municipal water or sewer system.	RETAIN UNTIL: Establishment connects to a municipal water supply or sewer, or the establishment is no longer in business PLUS: 3 years THEN: Destroy	4/24/2018
Environmental Health	7.178 -	Health Care Facility Files (supersedes item #7.179, 7.180)	These records document the licensing of health care facilities. They may include, but may not be limited to, licenses, inspection reports, water sample results, enforcement actions, and correspondence.	RETAIN UNTIL: Facility is no longer providing health care services PLUS: 5 years THEN: Destroy	4/24/2018
Environmental Health	7.181 -	Construction Plans and Specifications (supersedes item #7.163, 7.177)	These records document the review of construction plans and specifications conducted by all environmental health programs.	RETAIN UNTIL: Facility or structure is no longer in use for a purpose regulated by the health department PLUS: 5 years THEN: Destroy	4/24/2018
Environmental Health	7.194 -	Public Swimming Pool Inspection and Monitoring Records	These records document the inspection and monitoring of public swimming pools in the LHD's jurisdiction. They may include, but may not be limited to, annual inspection reports, 30-day operational reports submitted by owners/operators, and water sample data.	RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy	4/24/2018
Environmental Health	7.210 -	Body Art Facility Files	These records document the licensing of body art facilities. Licenses expire annually. They may include, but may not be limited to, license applications, licenses, inspection reports, evaluation reports, correspondence, complaints, enforcement notices, and legal documents.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	8/18/2020