



RECORDS RETENTION AND DISPOSITION SCHEDULE

Health, Department of. Microbiology Lab.

Agency: Microbiology Lab		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	81-995	DAIRY, MEAT, AND FOOD MICROBIOLOGY LABORATORY REPORTS AND QUALITY CONTROL LOGS This file consists of analytical results and QC on dairy, meat and food products submitted by the Dairy and Meat Divisions of the Board of Animal Health and Food Protection Program of the State Department of Health.	TRANSFER to the RECORDS CENTER three (3) years after the reporting year. TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after an additional seven (7) years in the RECORDS CENTER.
2	87-400	RABIES EXAMINATION SF 37763 Analytical results and QC records. Disclosure may be affected by IC 5-14-3-4(a)(9) and IC 16-41-8-1.	DESTROY three (3) years after the reporting year.
3	2001-57	MYCOLOGY TEST REQUEST, SF 6983 Analytical results and QC records. These forms and reports are submitted to the State Department of Health by medical centers throughout the state. They contain personally identifiable patient information. Disclosure may be affected by IC 5-14-3-4(a)(9).	DESTROY three (3) years after the reporting year.
4	2001-58	PERTUSSIS DFA CULTURE, STATE FORM NUMBER 9356 Analytical results and QC records. Medical centers throughout the state submit these personally identifiable test results to the State Department of Health. Disclosure may be affected by IC 5-14-3-4(a)(9) and IC 16-41-8-1.	DESTROY three (3) years after the reporting year.
5	87-397	REFERENCE BACTERIOLOGY CULTURE IDENTIFICATION SF 35898 Analytical results and QC records. Disclosure may be affected by IC 5-14-3-4(a)(9) and IC 16-41-8-1.	DESTROY three (3) years after the reporting year.
6	87-399	VIROLOGY REQUESTS, SF 35212 Analytical results and QC records. Disclosure may be affected by IC 5-14-3-4(a)(9) and IC 16-41-8-1.	DESTROY three (3) years after the reporting year.
7	88-491	MYCOBACTERIOLOGY TEST REQUEST, SF 13701 Analytical results and QC records. Disclosure may be affected by IC 5-14-3-4(a)(9) and IC 16-41-8-1.	DESTROY three (3) years after the reporting year.
8	88-492	SURVEILLANCE SEROLOGY REQUEST, SF 53762 Physician, Hospital & STD clinics may fill out this form if the LIMS Electronic submission system is not available. This form and record personally identifies a patient. Disclosure may be affected by IC-5-14-3-4(a)(9) and IC-16-41-8-1.	DESTROY three (3) years after the reporting year.
9	88-493	ENTERIC BACTERIOLOGY SF 13057 Analytical results and QC records. This Record Series also contains SF 25601, Enteric Reference Culture. Disclosure may be affected by IC 5-14-3-4(a)(9) and IC 16-41-8-1.	DESTROY three (3) years after the reporting year.
10	88-494	PARASITOLOGY, STATE FORM NUMBER 13053 Analytical results and QC records. Disclosure may be affected by IC 5-14-3-4(a)(9) and IC 16-41-8-1.	DESTROY three (3) years after the reporting year.
11	2020-02	EYEWASH STATION MONITORING LOG SF 50921 These log sheets are used to check eyewash functioning throughout the Indiana State Department of Health Laboratories.	DESTROY five (5) years after the reporting year.