



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Health, Department of. Epidemiology Resource Center.

Agency: Epidemiology Resource Center		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	85-164	<b>CD MORBIDITY REPORT FORMS</b> Communicable diseases are reported to the State Department of Health by health providers. Disclosure of these records may be affected by IC 16-41-8-1. Retention consistent with IC 16-39-7-1.	TRANSFER to the RECORDS CENTER one (1) year after the reporting year. DESTROY after an additional six (6) years in the RECORDS CENTER. TOTAL RETENTION: Seven (7) years after the reporting year.
2	96-76	<b>ANIMAL BITE REPORTS-REPORTS OF RABIES PROPHYLAXIS, SF 14072</b> Pursuant to 410 IAC 1-2.3-52, 2005 Edition, all bites of domestic or wild animals are to be reported to the local health officer having jurisdiction. The Enforcing agency retains the top, or white, ply; the second-canary yellow ply of this three-part form is distributed to the local health department and the animal owner retains the pink ply. Selected information is entered into a State Department of Health database and the forms are filed according to county and date of bite occurrence. Confidential, [IC 16-41-8-1, (2004 Edition)]	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, two (2) years after the reporting year.
3	85-165	<b>CD EPIDEMIOLOGICAL FOLLOW-UP FORMS</b> These follow-up disease reports are ultimately returned to the State Department of Health. The information is used to identify sources of diseases, and to show how and why a communicable disease is spreading. Disclosure of these records may be affected by IC 16-41-8-1. Retention consistent with IC 16-39-7-1.	TRANSFER to the RECORDS CENTER one (1) year after the reporting year. DESTROY after an additional six (6) years in the RECORDS CENTER. TOTAL RETENTION: Seven (7) years after the reporting year.
4	92-84	<b>NOTIFICATION OF BLOOD OR BODY FLUID EXPOSURE-EMERGENCY MEDICAL SERVICES PROVIDER, SF # 51467</b> A copy of this form is submitted to the State Department of Health when an emergency medical services provider requests notification concerning exposure to a communicable disease following a blood or bodily fluid exposure. Extensive personally identifiable data is present, pursuant to IC 16-41-10-1. Disclosure of these records may be affected by IC 16-41-10-5.	TRANSFER to the RECORDS CENTER one (1) year after the reporting year. DESTROY after an additional six (6) years in the RECORDS CENTER. TOTAL RETENTION: Seven (7) years after the reporting year.
5	96-77	<b>COMPLAINT INVESTIGATIONS</b> Pursuant to these complaints from individuals, ERC personnel investigate the complaints. Investigations may include an on site inspection, correspondence, and/or a telephone interview. Complaints must address violations of Indiana Universal Precautions (IC 16-41-11, 2004 Edition, 410 IAC 1-4, 2005 Edition), or Infectious Waste, (IC 16-41-16, 2004 Edition) or the Administrative rule in 410 IAC 1-3, 2005 Edition. Confidential, [IC 5-14-3-4(a)(9), [IC 5-14-3-4(b)(6), and [IC 16-41-8-1, (2004 Edition)] Retention based on IC 34-11-2-6, (2004 Edition)	TRANSFER to the RECORDS CENTER two (2) years after the year the investigation was closed. DESTROY after an additional three (3) years in the RECORDS CENTER. TOTAL RETENTION: Five (5) years after the year the investigation was closed.
6	96-78	<b>OUTBREAK FILES</b> A typical file consists of state and federal forms, memos, correspondence and statistics. An outbreak may be a synonym for an epidemic or it may mean a localized as opposed to a generalized epidemic. One or more persons may have become ill due to food or beverages consumed or conditions associated with a particular activity or location. Typical examples could be a wedding reception or scout group camping activity. Disclosure of these records may be affected by IC 5-14-3-4(a)(9) and (b)(6), and IC 16-41-8-1. Retention based on IC 34-11-2-6.	TRANSFER to the RECORDS CENTER two (2) years after the year the investigation was closed. DESTROY after an additional three (3) years in the RECORDS CENTER. TOTAL RETENTION: Five (5) years after the year the investigation was closed.