



RECORDS RETENTION AND DISPOSITION SCHEDULE

Health, Department of. Epidemiology Resource Center: Tuberculosis and Refugee Health.

Agency: Health, Department of		Division: Epidemiology Resource Center	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	85-773	TB MORBIDITY RECORDS Indiana Local Health Departments submit Report of Tuberculosis (SF 14058) for all suspected and confirmed cases of active tuberculosis. Report of Latent Tuberculosis (TB) Infection (SF 49894) is also submitted for all verified cases of LTBI. Included in the records are lab reports, x-rays, and all related clinical information. For active cases only, the ISDH also prepares the Report of Verified Case of Tuberculosis, federal OMB Form #0920-0026, submitting the information to the Center for Disease Control and Prevention (CDC). All records are received and maintained electronically. Disclosure of these records may be affected by IC 16-41-8-1.	MAINTAIN hard copy records of closed verified TB cases, and all electronic records, permanently in agency for agency reference purposes. TRANSFER one (1) electronic copy of TB Annual Reports to the INDIANA ARCHIVES in a format approved by Indiana Archives staff for EVALUATION, SAMPLING and WEEDING pursuant to archival principles, after two (2) years.
2	2000-34	REFUGEE OVERSEAS MEDICAL INFORMATION FILES Reports of arriving refugees are received electronically from the Electronic Disease Notification (EDN) system of the Center for Disease Control and Prevention (CDC), then made available to the local health department jurisdiction, who take necessary steps and notify the Indiana State Department of Health of outcomes. Disclosure of these records may be affected by IC 16-41-8-1.	MAINTAIN electronic records permanently for agency reference use.
3	2000-35	TB CLASS ARRIVAL RECORDS Reports of arriving refugees/immigrants with a tuberculosis classification requiring evaluation and follow-up are received electronically from the federal CDC's Electronic Disease Notification (EDN) system, then made available to the local health department jurisdiction, who take necessary steps and notify the Indiana State Department of Health of outcomes, either on paper or electronically. This information is then entered into EDN, where the CDC maintains it permanently. Disclosure of these records may be affected by IC 16-41-8-1.	DESTROY any paper records two (2) years after entry into EDN. MAINTAIN electronic records permanently for agency reference use.