



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Health, Department of. Epidemiology Resource Center. Vector-Borne Disease Division.

Agency: Health, Department of		Division: Epidemiology Resource Center	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	2007-34	<p><b>WEST NILE DEAD BIRD SUBMISSION</b></p> <p>Records from a closed program testing for West Nile Virus in dead or diseased Indiana birds. All information has been entered into a shared database with the U.S. Centers for Disease Control and Prevention, as well as maintained within the ISDH.</p>	DELETE/DESTROY after the U.S. CENTERS FOR DISEASE CONTROL AND PREVENTION formally instructs the STATE DEPARTMENT OF HEALTH that all information submitted is no longer required.
2	2007-35	<p><b>MOSQUITO COLLECTIONS FOR VIRUS DETECTION</b></p> <p>Documents Indiana county name, date(s), and collection method. All information is entered into a shared database with the U.S. Centers for Disease Control and Prevention, as well as maintained within the ISDH.</p>	DELETE/DESTROY after the U.S. CENTERS FOR DISEASE CONTROL AND PREVENTION formally instructs the STATE DEPARTMENT OF HEALTH that all information submitted is no longer required.
3	80-714	<p><b>ABROVIRUS SURVEILLANCE DATA</b></p> <p>This consists of raw research data concerning a closed project to band birds and test for a virus. All information has been entered into a shared database with the U.S. Centers for Disease Control and Prevention, as well as maintained within the ISDH.</p>	DELETE/DESTROY after the U.S. CENTERS FOR DISEASE CONTROL AND PREVENTION formally instructs the STATE DEPARTMENT OF HEALTH that all submitted information is no longer required.
4	80-716	<p><b>TECHNICAL MATERIAL</b></p> <p>A typical record consists of procedural material developed by the agency for how to conduct investigations of arthropod infestations and other vector-borne diseases. These procedures are compiled from numerous sources, used daily and updated when needed.</p>	DESTROY when outdated or replaced.