

**Records Retention and Disposition Schedule
By Bureau**

4/2/2021

Agency: 067 Health
Bureau: 0000007551 Obsolete - Division of Environmental Health Assessment

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000126	Division Files And Correspondence	1	No	3Y	0Y	1
00000127	Centralia Mine File - General Data	1	No	20Y	0Y	2
00000129	Toxic Management Program	1	No	20Y	0Y	2
00000130	Environmental Health Research Materials	1	No	20Y	0Y	1
00000131	Drake Chemical Co Study	1	No	5Y	0Y	2
00000132	Environmental Health Special Projts	1	No	8Y	0Y	2
00000133	Toxic Health Effects Committee	1	No	20Y	0Y	2
00000696	Health Assessment Program Records	1	No	10Y	0Y	1

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Agency: 067 Health
Bureau: 6711001000 Office of the Secretary

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000353	Proceedings Advisory Health Board	1	No	5Y	0Y	1
00000448	Correspondence, Administrtrve, Re Responsblty * AGY - Purge continuously to keep current.	1	No	0Y	0Y	1
00000449	File, Project, Data Re Current Programs * AGY - Purge continuously.	1	No	0Y	0Y	1
00000454	Correspondence, All Aspects Frequent Refrnce	1	No	4Y	60Y	2

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Agency: 067 Health
Bureau: 6711203000 Office of Chief Counsel

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000645	Health Litigation Activity Records All records of Administrative Proceeding, General Litigation and Appellant Court Exception granted on July 9, 2013 from General Administrative Schedule, G004.001 Litigation Case Files.	1	No	4Y	6Y	1
00000724	Department Of Health - Regulations Regulations proposed by the agency or programs within the agency once regulations have been published. May include legal work product such as revisions, information forms, public hearings, written public comments, fiscal notes, memos, correspondence and other related records. Exception granted on July 9, 2013 from General Administrative Schedule, G004.008 Regulation Files.	1	No	6Y	0Y	2

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Agency: 067 Health
Bureau: 6712001000 Office of Policy

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000553	Epidemiologic Surveillance System - Nuclear Power Plants	1	No	10Y	6Y	2
00000554	Special Investigations-Excess Cancer Mrtlity	1	No	10Y	6Y	2
00000630	General Correspondence	1	No	2Y	0Y	2
00000631	Department Of Health Strategic Plan	1	No	20Y	0Y	2
00000632	Program Indicator Input/Records	1	No	4Y	0Y	1
00000633	Block Grant Program	1	No	7Y	0Y	1
00000634	Administrative Program File	1	No	20Y	0Y	2
00000635	General Assembly Bills	1	No	2Y	0Y	1
00000636	General Assembly File	1	No	0Y	0Y	1

* AGY - Until legislator no longer in office.

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Agency: 067 Health
Bureau: 6714001000 Office of Communications

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000637	General Administration And Corres	1	No	2Y	0Y	1
00000638	Health Related Clippings And Pamphlets	1	No	1Y	0Y	1
00000639	News Releases	1	No	1Y	0Y	1

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4/2/2021

Agency: 067 Health
Bureau: 6727001000 Deputy Secretary Health Planning & Assessment

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000666	General Administration & Corres	1	No	0Y	0Y	2

* AGY - Purge annually.

Records Retention and Disposition Schedule
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Agency: 067 Health
Bureau: 6727101000 Bureau of Community Health Systems

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000199	Census, Nurses, Public Health * AGY - Retain two latest census.	1	No	0Y	0Y	1
00000201	Correspondence, Departmental Staff, Nursing	1	No	2Y	0Y	1
00000202	Correspondence, Nrsng Bureau W Public Hlth Agencies	1	No	2Y	0Y	1
00000203	Correspondence,Health Com. Exec Dir Nrs M-Dr	1	No	2Y	0Y	1
00000205	Legislation, Acts, Bills, Corres,Re,Nursng * AGY - Purge as superseded.	1	No	0Y	0Y	1
00000208	Statistics, Morbidity, Mortality, & Natality	1	No	3Y	0Y	1
00000209	Nursing, Publ Health, Mnthly, Ann Rp & Narra	1	No	2Y	0Y	1
00000212	Home Nrsng Care, Minutes, Corrs, Policy Legs	1	No	3Y	0Y	1
00000214	Application Nurse Emplymnt, Corp, Csc Commsn	1	No	2Y	0Y	1
00000418	Audit, Daily Report	1	No	2Y	0Y	1
00000453	Family Folder - H400.027, H403.020,038 & 040, Hch.10040,41	1	No	6Y	0Y	1
00000561	Job Bills - Hard Copies	1	No	7Y	5Y	1
00000562	Environmental Program - Hard Copies	1	No	7Y	5Y	1
00000693	Administrative And Program Files	1	No	5Y	0Y	2
0000100HF	General Correspondence	1	No	2Y	0Y	1
0000101HF	General Administative & Fiscal Records	1	No	2Y	0Y	1
0000102HF	Chronic Disease Program	1	No	2Y	0Y	1
0000103HF	Enviromental Health Program	1	No	2Y	0Y	1
0000104HF	Chronic Disease Program - Adult * AGY - From date of last service.	1	No	7Y	0Y	1
0000105HF	Reference Records * AGY - As long as current.	1	No	0Y	0Y	1
0000106HF	State Health Center Leasing Record * AGY - As long as center is operating.	1	No	0Y	0Y	1
0000107HF	Program Audit/Review	1	No	2Y	0Y	1
0000108HF	Program Statistics	1	No	2Y	0Y	1

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Agency: 067 Health
Bureau: 6727101000 Bureau of Community Health Systems

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
0000109HF	Community/Special Projects	1	No	2Y	0Y	1
0000200HF	Clinical/Medical Records - Adult	1	No	7Y	0Y	1
	* AGY - From date of last service.					
00002016E	Community Health Reporting System	B	No	3Y	0Y	1
	Submitted quarterly by all doh community health staff (except those in Harrisburg). The reports document how staff's time was spent. Their forms are sent to a data entry service. Then is give to DOH IT staff in tape format to convert into Microsoft access so reports can be generated. The bureau gets paper reports. The purpose of this is to draw money down from various sources.					
	* AGY - After current year					
00002017E	Daily Visit Record/Tb (Tuberculosis) Daily Visit Record	B	No	3Y	0Y	3
	Began with a university of Pittsburgh survey to collect data about nursing services. The information documents every transcation made by department of health nurses. There are two separate forms; one specifically for tb and another for all other diseases. (Note: this program was discontinued after we began this inventory project. They are no longer collecting new information, but they are planning to keep all previously entered data) (note: output #418)					
	* AGY - After current year					
00002018E	Public Bathing Place Program	B	No	7Y	0Y	1
	Statewide inspection program for spas, pools and beaches, information collected includes name of contact, address of facility and inspection history.					
	* AGY - After bathing place ceases operation					
0000201HF	Epidemiological Reports/Records	1	No	7Y	18Y	1
	Client records/reports for epidemiological program.					
0000202HF	General Administrative Files	1	No	2Y	0Y	1
0000203HF	Clerical/General Files	1	No	2Y	0Y	1
104.001HF	Communicable Disease Program	1	No	7Y	18Y	1
	Client records for communicable disease program.					
	* AGY - From date of birth.					

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Agency: 067 Health
Bureau: 6727101000 Bureau of Community Health Systems

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
200.001HF	Clinical/Medical Records - Minor	1	Yes	7Y	21Y	1

Clinical/Medical Records - Minor, Client Records for State Health Centers and District Offices.

* AGY - From date of birth.

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Agency: 067 Health
Bureau: 6727105000 Division of School Health

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000299	School Health, Directives, Procedure, Corres	1	No	3Y	0Y	1
00000300	School Health Annual Report, Summary Of Svc	1	No	0Y	0Y	1
	* AGY - Purge annually.					
00000301	Reimbursement, School Dst., H511.337 Corres	1	No	3Y	3Y	1
00000671	Agreements - Modified Medical Services	1	No	0Y	0Y	1
	* AGY - As long as AG reement exists.					
00002004E	School Health Reporting System	B	No	999Y	0Y	1
	Each year school districts are to send in a completed form on health services provided to students and staff. from these reports they are reimbursed for some of their mandated programs. This system automated the form (all but two elements). Data entry is done at doh. Information includes school district enrollment including private and parochial schools, health screening services, dental services, injuries, illnesses, chronic illnesses and drug administration. (Note-input item 300)					

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Agency: 067 Health
Bureau: 6727201000 Bureau of Health Planning

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000402	Correspondence, Adm Rec, Psnc, Bdgt, Doc, Acct * AGY - Purge annually.	1	No	0Y	0Y	1
00000651	Bureau Corres & Administration	1	No	4Y	3Y	1

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Agency: 067 Health
Bureau: 6727211000 Division of Plan Development

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000521	Certificate Of Need * AGY - Until program ends.	1	No	0Y	0Y	1
00000652	Stwide Hlth Coordinating Council, Task Force	1	No	4Y	3Y	2
00000653	State Health Plan & Health System Agency * AGY - Keep until program ends.	1	No	0Y	0Y	2
00000654	Corres & Administration	1	No	2Y	2Y	1

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Agency: 067 Health
Bureau: 6727221000 Division of Health Professions Development

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000655	Need Review General Corres	1	No	0Y	0Y	1

* AGY - Keep until program ends.

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Agency: 067 Health
Bureau: 6727301000 Bureau of Laboratories

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
0000012HF	Specimen Submission Form H608.336 This form is a general Clinical laboratory report form, replacing forms House Bill-3362 (used for general bacteriology, TB, Syphilis serology & enteric bacteriology); House Bill-3392 (virology) and H516.497.1 (bacteriology)report forms. Contains patient demographics, specimen & hospital or lab submitting specimen information. Used for general and enteric bacteriology, parasitology, serology, virology, mycobacteriology, field investigations and immunology. (Clinical Laboratory Improvement Amendments 42CFR 493.1105).	1	Yes	2Y	0Y	3
0000016HF	PKA Collection Forms(Hardcopy)	1	No	1Y	27Y	1
0000017HF	Blood Alcohol Analysis Form H608.420	1	No	7Y	20Y	1
0000018HF	Screening, Lead In Blood H840.266 Initial Screening Report and Confirmation Report. This form will be used as the request and laboratory reporting form for the analysis of lead in samples of blood. This form will also be used as the request and laboratory report for confirming high levels of lead in blood. A file folder may contain either one or both of these forms and laboratory recorder tracings, digital printouts, and pertinent correspondence. Each form is a three-part set, and is distributed with respect to the marginal labeling on the form's parts.	1	Yes	2Y	0Y	3
0000019HF	Application For Training Of Lab Personnel	1	No	2Y	0Y	1
0000021HF	Human Exposure Rabies Questionnaire H112.701 Complete history and final report on animals submitted for rabies testing on which a human contact (bite) was involved. Form includes patient name and address, physician and/or veterinarian, County Health Department, results of Fluorescent Antibody testing and animal inoculation and signature of examiner. Replaces form H608.397 (7/76) Rabies Studies. (Clinical Laboratory Improvement Amendments 42CFR 493.1105).	1	Yes	2Y	0Y	3
0000022HF	Clinical Laboratory Licensure & Certification	1	No	7Y	0Y	1
00002032E	Division Of Microbiology Support System Track specimens from any human or animal source. Can have result from four different times, but often is just one specimen at one time. Includes patient demographics, name, AG e address, physician or practioners name, source of specimen, and date. Later the lab enters the results generated. (note: input item #12hf, #21hf)	B	No	15Y	0Y	3

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Agency: 067 Health
Bureau: 6727301000 Bureau of Laboratories

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00002033E	Chemistry Toxicology Application Three part application for the division of toxicology: blood alcohol and lead proficiency testing. By state law, labs that do either test must be tested for proficiencies. Those that are accepted are published in the PA bulletin and the tests done by those labs are acceptable by the courts. Includes names of labs, address, director, phone number, data of test and results. Tested three times a year. Lead testing-specimens from blood, animals, paint, dust(and soon water) are tested by the lab for lead. Includes name, address, what was tested and test result. The bureau of laboratories are assisting the division of maternal and child health by conducting testing. Traffic accident reporting-if a person dies in a car accident a blood sample is sent to the laboratory for blood alcohol testing. Information included is victim name, demographics, address, county, date of death, who did the testing and date analyzed. (note: input Item #17HF)	B	No	23Y	0Y	3
00002034E	Laboratory Licensure Database Inventory census list of the laboratories certified by the state (can be out of state also). The database assists with fee collection and billing. Keeps track of billing, inspection information, proficiency testing, corrections and complaints. Includes name, address, director, tests lab perform, demographics and data testing performed. The same information concerning inspections is entered into Online Survey, Certification and Reporting / Online Data Input and Edit (OSCAR/ODIE) federal database and deficiency letters are output from another database called Automated Survey Processing Environment (ASPEN). Another federal database, Clinical Laboratory Improvement Amendments contains initial deomgraphic information. The Bureau does not control the retention of the federal information. (Note: input item #22HF).	B	Yes	7Y	0Y	6

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Agency: 067 Health
Bureau: 6727401000 Emergency Medical Services Office

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000403	Correspondence-Emergency Health Services	1	No	2Y	3Y	1
00000404	Emerg Med Technician Registry Sys-Provider Reports * AGY - Listing updated & purged regularly.	1	No	0Y	0Y	1
00000405	Emerg Med Technician Registry Sys-Data Reports * AGY - Listing updated & purged regularly.	1	No	0Y	0Y	1
00000416	Emergency Medical Technicians - Names, Tests	1	No	2Y	3Y	1
00000540	Emergency Medical Services Rpts	1	No	2Y	3Y	1
00000541	Highway Traffic Safety Grants	1	No	2Y	3Y	1
00000542	Paramedic Emergency Medical Tech-Names,Tests	1	No	2Y	3Y	1
00002026E	Emergency Medical System Data on each emergency trip taken by pre-hospital care providers. Includes company name, attendant(s) name, mode of response, time, incident location, suspected illness, vital signs, injury site, treatment, medication, cpr information, and patient condition. * AGY - After current year	B	No	7Y	0Y	3
00002027E	CETAC (Continuing Education Training And Certification) Certification information on pre-hospital providers. Has four "modules": first respondent, paramedic, emt (emergency medical technician) and health professionals. Included name, address, demographic information, test scores and courses taken to be certified. (Note: output item #404) * AGY - After inactive	B	No	7Y	0Y	1
00002028E	Medical Command System Keeps track of certified person trained to be part of medical command. Usually a doctor at a hospital. Includes name, address, whether they meet the qualification, hospital name and if they met continuing education requirements. Must renew certification every two years. * AGY - After inactive	B	No	7Y	0Y	1

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Agency: 067 Health
Bureau: 6727401000 Emergency Medical Services Office

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00002029E	Vehicle Licensure System Tracks all ambulance services emergency equipment and issues licenses for them. License is good for three years. Includes name of company, address, contact, what kind of equipment and list of personnel. * AGY - Retain until inactive	B	No	0Y	0Y	1
00002030E	Training Institute Application Tracks programs that are accredited to teach emergency personnel and at what level they can teach. Lists name of institution, address and classes they teach. Renew every three years. * AGY - After inactive	B	No	7Y	0Y	1

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Agency: 067 Health
Bureau: 6727501000 Bureau of Epidemiology

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000039	File, Film Booking Used To Reserve Films	1	No	2Y	0Y	1
00000264	Bureau Report, Activities Of Various Divisns	1	No	5Y	0Y	1
00000265	Correspondence, Admnstrtn & Bureau Prg Actvt	1	No	3Y	0Y	1
00000338	Correspondence, Hospital Patient File	1	No	7Y	0Y	1
00000339	Tuberculosis Hosp Rpts, Mntly, Semian, Annual	1	No	5Y	0Y	1
	* AGY - Or until audit complete.					
00000700	Hiv Investigations	1	No	1Y	0Y	2
00000701	Health Related Interviews	1	No	1Y	0Y	2
00000702E	Aids Registry	B	No	999Y	0Y	2
	Registry of all aids cases in Pennsylvania. This registry is confidential containing IDentifying information.					
00002035E	EPI-Info-Software Application	B	No	10Y	0Y	1
	Databases of information used for analysis, GIS mapping and trending of disease in Pennsylvania. (note: database can be created and manipulated with software-not a database by itself. All electronic, no paper involved.					
00002036E	National Electronic Disease Surveillance System	B	No	10Y	0Y	3
	This system contains AG gregate data of known cases of 56 specified diseases that must be reported to the CDC on a weekly basis.					
00002037E	Laboratory Electronic System	B	No	10Y	0Y	3
	System contains clinical information from reports sent in by clinical laboratories of reportable diseases that are sorted by county then routed electronically to the county so that public health investigations are initiated.					

**Records Retention and Disposition Schedule
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Agency: 067 Health
Bureau: 6727511000 Division of Communicable Disease Epidemiology

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000276	Correspondence, Routine	1	No	2Y	0Y	1
00000702	Aids Registry	1	No	0Y	0Y	2

* AGY - Kept indefinitely.

**Records Retention and Disposition Schedule
By Bureau**

4/2/2021

Agency: 067 Health
Bureau: 6738001000 Deputy Secretary For Quality Assurance

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000626	General Office Correspondence	1	No	4Y	0Y	2
00000627	Dspqa Program Files	1	No	3Y	0Y	2
00000628	Regulatory/Legal Activities File	1	No	2Y	0Y	2
00000629	Administrative/Fiscal Files	1	No	4Y	0Y	2

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Agency: 067 Health
Bureau: 6738221000 Division of Quality Review

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000612	HMO Plans - History Files	1	No	5Y	15Y	2
00000665	Professional Health Services Plans	1	No	5Y	0Y	1

**Records Retention and Disposition Schedule
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4/2/2021

Agency: 067 Health
Bureau: 6738301000 Bureau of Facilities Licensure & Certification

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000376	Fiscal, Mgt Rcd, Bugt, Time Rpt, Expnse Vchr * AGY - Purge continuously,only current record retained.	1	No	0Y	0Y	1
00000377	Correspondence, Facility Complaints Inform. * AGY - Purge continuously,only current record retained.	1	No	0Y	0Y	1
00000661	Application Hearing Aid Sales Registration * AGY - Keep as long as companies registered.	1	No	0Y	0Y	1
00002002E	Sais (State Agency Information System) This is a newly designed system for licensure and inspection. There are four modules to the system: pacts (Pennsylvania automated complaint tracking system), facility master (which includes aspen, a federal database), time and effort, and survey scheduling. * AGY - After inactive for all four modules	B	No	7Y	0Y	3

Records Retention and Disposition Schedule
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Agency: 067 Health
Bureau: 6738311000 Division of Nursing Care Facilities

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000517	Long Term Care Facilities History File	1	Yes	3Y	4Y	1
	Licensure, certification, monitoring, applications and Title VI surveys.					
00000517C	Long Term Care Facilities History File - Duplicate, Field Operations	A	No	3Y	0Y	1
00000640	Hfqc Correspondence Files	1	No	7Y	0Y	1
	* AGY - Purge periodically obsolete documents.					
00000641	Monthly Activity Report	1	No	2Y	5Y	1
	* AGY - Or until federal audit.					
00000642	Administrative Reports	1	No	3Y	0Y	1
	* AGY - Or until federal audit.					
00000643	Computer Reports On Nursing Homes	1	No	3Y	0Y	1
00002001E	Nurses Aide Registry	B	No	0Y	0Y	3
	Registry of all nurses aides that have passed state testing to be certified as a nurses aide. Information is sent in from the dept. Of education, which evaluates credentials of individuals and deems them eligible. Assessment systems inc., which tests individuals and forms from other states that note that individuals are in good standing. Certification is good for 2 years. Notices for renewal are sent out 90 days in advance. Includes name, address, phone #, SS #, whether they passed the test, and if there was any finding of abuse, neglect, or misappropriation of resident property. Fields are available for data processing for renewal information and request for certificates. These are no fee transactions with this system.					
	* AGY - Retain until inactive					

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Agency: 067 Health
Bureau: 6738321000 Division of Acute & Ambulatory Care

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000470	Complaints	1	No	3Y	5Y	1
00000598	Hospital Licensure File	1	No	3Y	5Y	1
00000599	Hospitals - Closed Facilities	1	No	3Y	5Y	1
00000600	Hospitals - Psychiatric Facilities	1	No	3Y	5Y	1
00000601	Ambulatory Surgical Facilities	1	No	3Y	5Y	1
00000602	Portable X-Ray Facilities	1	No	3Y	5Y	1
00000603	Regulations	1	No	999Y	0Y	1
00000604	Time Sheets	1	No	3Y	2Y	1
00000605	Correspondence, General	1	No	5Y	0Y	2
00000606	Excluded Units - Hospitals	1	No	3Y	5Y	1

**Records Retention and Disposition Schedule
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4/2/2021

Agency: 067 Health
Bureau: 6738341000 Division of Safety Inspection

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000436	Correspondence, General	1	No	1Y	0Y	1
00000530	Life Safety Code	1	No	2Y	5Y	1
00000573A	Health Care Building Plan Approvals	A	No	999Y	0Y	1
00000659	Safety Inspection Plan Approval File	1	No	0Y	0Y	1

* AGY - Keep as long as facility is operating.

**Records Retention and Disposition Schedule
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Agency: 067 Health
Bureau: 6738401000 Bureau of Community Program Licensure/Certification

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000784	Memos, County Drug And Alcohol Abuse	1	No	999Y	0Y	2
00000785	PA State Alcohol Abuse And Alcoholism Plan	1	No	999Y	0Y	2
00000842	Pennsylvania State Drug Abuse Plan	1	No	999Y	0Y	2
00000843	Correspondence, Policy And Planning	1	No	2Y	0Y	1
00000844	Information Bulletins	1	No	0Y	0Y	1
	* AGY - Retain in operating unit while current.					
00000852	Single County Authority Plan Guidelines	1	No	5Y	0Y	1
00000853	Standards-Prevention, Intervention, Treatment	1	No	5Y	0Y	1
00000861	Contracts-Evaluation And Technical Support	1	No	2Y	0Y	1

* AGY - Or until audit completion, whichever longer.

Records Retention and Disposition Schedule
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4/2/2021

Agency: 067 Health
Bureau: 6738421000 Division of Home Health

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000282	Application, Drug, Regst, Manu, Retlr, Wholslr	1	No	3Y	0Y	1
00000283	Registraints,Ibm Card, Drug Retlr, Man, Wslr	1	No	0Y	0Y	1
	* AGY - Retain current card.					
00000516	PA Generic Drug Act 259	1	No	2Y	4Y	1
00000544	Abortion Clinics Records	1	No	4Y	3Y	1
00000545	Rural Health Clinics Records	1	No	4Y	3Y	1
00000546	End-State Renal Dialysis Freestanding - Facilities	1	No	4Y	3Y	1
00000547	Home Health Agency Reports	1	No	4Y	3Y	1
	Recommendations for certification of home health agencies.					
00000548	Out-Patient Physical Therapist Records	1	No	4Y	3Y	1
00000549	Independent Practicing Physical Therapists	1	No	4Y	3Y	1
00000656	Home Health Care Agency Licensure	1	No	4Y	3Y	1
00000657	Hospice (Medicare)	1	No	4Y	3Y	1
00000658	Birth Centers	1	No	4Y	3Y	1
00000660	General Corres	1	No	5Y	0Y	1
00000662	Device Dealer File,Retailers	1	No	0Y	0Y	1
	* AGY - As long as application/registration active.					
00000663	Device Dealer File, Manufactuers/Wholesalers	1	No	0Y	0Y	1
	* AGY - As long as application/registration active.					
00000715	Federal Medicare & State Licensure Time Shts	1	No	1Y	9Y	1
	* AGY - Or until federal audit has been completed.					
00000716	Mammography Screening-Medicare Cert	1	No	4Y	3Y	1
	* AGY - Or longer DEP ending on survey.					
00000717	Chiropractors-Licensure & Medicare Cert	1	No	0Y	0Y	1
	* AGY - While licensure & certification are current.					
00000718	Health Feild Quality Examiner Survey Fld Rec	1	No	4Y	0Y	3
	* AGY - Or longer DEP ending on resurvey.					

Records Retention and Disposition Schedule
By Bureau

4/2/2021

Agency: 067 Health
Bureau: 6738421000 Division of Home Health

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000719	Administrative Records * AGY - Purge annually.	1	No	3Y	0Y	1
00000720	Drug Program Field Inspection Recs * AGY - While application/registration is active.	1	No	0Y	0Y	1
00000721	Drug, Device & Cosmetic Board Mins	1	No	3Y	0Y	2
00002011E	Hearing Aid System System keeps track of those certified to sell and fit hearing aids. Fitters are tested by the department of health and scores are reviewed by the hearing aid board. Data includes name, whether a person is a fitter, apprentice or dealer, address, what they can do. Testing information fees collected, and complaints. *Agy - After inactive	B	No	7Y	0Y	1
00002012E	Drug, Device, And Cosmetic System System information on licensing and regulating manufacturers, distributors, retailers of drug, medical devices and cosmetics. Information included is what kind of business it is, facility address, billing address, contact, type of ownership, officers, state of incorporation, sanctions, previous convictions, when first registered, when last renewed, how many times renewed, how licensing fee was paid, how payment of registration was entered (internet or by staff entry), inspection notes, corrections, deficiencies and notes and comments. companies began registering in 1972. The system is a new e-commerce system which allows registration over the internet * AGY - After current year	B	No	3Y	0Y	1

**Records Retention and Disposition Schedule
By Bureau**

4/2/2021

Agency: 067 Health
Bureau: 6738431000 Division of Intermediate Care Facilities

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000868	Icf/Mr Facility Files	1	No	3Y	8Y	1

Records Retention and Disposition Schedule
By Bureau

4/2/2021

Agency: 067 Health
Bureau: 6749001000 Dep Sec For Public Health Programs

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000727	SCA's And Projects * Perm at SRC .	1	No	2Y	999Y	1
00000742	Correspondence Council Members	1	No	3Y	2Y	1
00000743	Material, Council Meetings	1	No	3Y	5Y	2
00000744	Legislation * AGY - Plus current year.	1	No	2Y	0Y	1
00000745	Contracts, Treatment, Prevention, Constlation * AGY - After contract completion.	1	No	1Y	4Y	1
00000746	Regulations, Structures And Operations	1	No	999Y	0Y	2
00000747	File, Expungement, Confidential, Act 63	1	No	7Y	83Y	1
00000803	Reorganizations	1	No	999Y	0Y	2
00000805	Correspondence	1	No	2Y	0Y	1
00000814	Contract Compliance	1	No	3Y	1Y	1
00000815	Reports, Affirmative Action	1	No	3Y	0Y	1

Records Retention and Disposition Schedule
By Bureau

4/2/2021

Agency: 067 Health
Bureau: 6749201000 Bureau of Chronic Diseases

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000134	Vietnam Herbicides Information Comm	1	No	8Y	0Y	2
00000135	Vhic Data Bank	1	No	8Y	0Y	2
00000136	Vietnam Vet Herbicide Exposure,Hlth History	1	No	1Y	0Y	2
00000692	Smoking And Health Files	1	No	0Y	0Y	1
	* AGY - Purge annually.					
00002007E	Breast And Cervical Cancer Database	B	No	0Y	0Y	3
	Data is collected on breast and cervical cancer screening for lower income women from the AG e 50 to 64. Billing data handled on another system. Contractors conduct the screening and perform data entry which is the sent to CDC . CDC is sent the entire database every 6 months.					
	* AGY - Billing file-current yr + 3; contractor file-inactive + 4; screening file-until patient is no longer eligible					
00002008E	GARS (Grant Application Reporting System)	B	No	3Y	0Y	1
	This system is used as a planning tool to apply for the preventive health & health services block grant funding to the center for disease control(CDC). The past year's grant applications can be viewed electronically. The system is also used as an annual reporting system. Required to report to CDC on previous year's block grant funded initiatives.					
	* AGY - After current year					
00002009E	Request For Application	B	No	0Y	0Y	1
	This system is used as a mailing database to support this bureau's mission. This list is used as an internal database to generate mailing for potential contractors.					
	* AGY - Retain until inactive					
00002010E	Responce To Tobacco Billboards Database	B	No	0Y	0Y	1
	The tobacco billboard campaign was an initiative started by the department in response to the recent tabacco settlement. Information in the system contains the name, address, phone or e-mail of the person and comments regarding the billboards. Internal use to track billboard campaign response.					
	* AGY - Retain until inactive					

**Records Retention and Disposition Schedule
By Bureau**

4/2/2021

Agency: 067 Health
Bureau: 6749221000 Division of Chronic Diseases Intervention

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000123	Services, Clinic Voucher Oa152 H516.469	1	No	2Y	0Y	1
00000124	Notification, Disease Va 10-2530 Phs 337	1	No	1Y	0Y	1
00000527	Reduction Of Heart Disease	1	No	2Y	6Y	1
00000528	Heart Disease Contracts	1	No	2Y	6Y	1
00000529	Grant Applications	1	No	2Y	6Y	1
00000543	Diabetes Control Program & Task Force Files	1	No	3Y	0Y	1
00000570	Cancer Control Program	1	No	5Y	0Y	1
00000673	Black Lung Program	1	No	1Y	4Y	1
00000674	Administrative Program Files	1	No	5Y	0Y	1
00000675	High Blood Pressure	1	No	6M	4Y 6M	1
00000676	Clinic Visit Record - H508.306	1	No	0Y	0Y	1

* AGY - Purge after data punched.

**Records Retention and Disposition Schedule
By Bureau**

4/2/2021

Agency: 067 Health
Bureau: 6749231000 Division of Health Risk Reduction

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000457	General Correspondence	1	No	3Y	2Y	2
00000691	General Health Education Program Files	1	No	10Y	0Y	1
	* AGY - Then purged and retained as needed.					
00000694	Injury Prevention Program Files	1	No	0Y	0Y	1
	* AGY - Purge annually.					
00000888	Nutrition	1	No	5Y	2Y	1
00000889	Health Risk Reduction	1	No	5Y	2Y	1
00000890	Specified Disease Working File	1	No	2Y	0Y	1

**Records Retention and Disposition Schedule
By Bureau**

4/2/2021

Agency: 067 Health
Bureau: 6749301000 Bureau of Communicable Diseases

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000703	Aids Contract File	1	No	5Y	0Y	2
00000705	Employee Training Files	1	No	3Y	0Y	2
	* AGY - Or until information is revised.					
00000706	Conference Planning Files	1	No	0Y	0Y	2
	* AGY - Kept indefinitely.					
00000713	Aids Administration Files	1	No	3Y	0Y	2

Records Retention and Disposition Schedule
By Bureau

4/2/2021

Agency: 067 Health
Bureau: 6749311000 Division of Hiv/Aids

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000704	General Information Files * AGY - Until superseded.	1	No	0Y	0Y	2
00000707	Education Material * AGY - Kept indefinitely.	1	No	0Y	0Y	2
00000708	HIV/Drug And Alcohol Training Prog	1	No	3Y	4Y	2
00000709	Counseling/Testing Standards	1	No	3Y	4Y	2
00000710	Aids Worksite Policy Files * AGY - Kept indefinitely.	1	No	0Y	0Y	2
00000711	Federal Aids Reports * AGY - Or until federal audit.	1	No	7Y	0Y	2
00000712	Hiv Counseling, Testing, Referral, Patne * AGY - Indefinitely or until cleared by CDC .	1	No	0Y	0Y	2
00000714	Hiv/Aids Field Operations * AGY - Indefinitely or until cleared by CDC .	1	No	0Y	0Y	2
00002013E	Life Plan (Hiv Patients) Application/software package given to authorized providers, "coalitions" and the state. The system keeps track of services delivered to hiv patients. Includes services such as shelters, housing, food pantry referral and counseling. Data is entered by the local provider, then sent to a regional "coalition". The "coalition" sends it to the state level. This information is given to hrsa (health resource and service administration). * AGY - After current year	B	No	3Y	0Y	1

**Records Retention and Disposition Schedule
By Bureau**

4/2/2021

Agency: 067 Health
Bureau: 6749311000 Division of Hiv/Aids

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00002023E	Hiv Counseling And Testing Application	B	No	3Y	0Y	3

Application collects individual data on patients tested by the division of HIV/AIDS for hiv only. Testing can be done at any of the HIV/AIDS coalitions, district offices or state health centers. CDC (center for disease control) forms are filled out at local level and sent to division of HIV/AIDS. They are scanned and stored in database. Information includes project area, what site the testing took place(health center, district office,) name of counselor, date, client county, race, AG e, sex, other risks, such as drug use, std, tb-related disease, sexual behavior over past two years, testing information, post-test counseling information

* AGY - After current year

Records Retention and Disposition Schedule
By Bureau

4/2/2021

Agency: 067 Health
Bureau: 6749321000 Division of Tb/Std

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000070	V.D. Clinic Report, H502.400	1	No	2Y	0Y	1
00000076	V.D. Morbidity, H502.480	1	No	2Y	0Y	1
00000087	Budgets,Projects,Agreements,Invioce	1	No	7Y	0Y	1
00000116	Tuberculosis Clinics,Corres	1	No	2Y	0Y	1
00000117	Tuberculin Testing Program	1	No	2Y	0Y	1
00000118	Tuberculosis Suspects	1	No	1Y	0Y	3
00000329	Correspondence, Re All Activities Of Divisn	1	No	3Y	0Y	1
00000332	General Administrative Coores	1	No	3Y	0Y	1
00000336	Tuberculosis Morbidity Report Card, Cdc 725	1	No	10Y	0Y	3
00000340	Correspondence, Nursing Svcs. Purgd Annualy	1	No	3Y	0Y	1
00000356	Tubrcslis,Patn H516.406,410,43,448,464,469; H516.300,324,495 Clinical Lab Report	1	No	3Y	0Y	3
00000677	Vd Morbidity, H502.475	1	No	70Y	0Y	1
00000682	Staff TB Testing	1	No	0Y	0Y	1
	* AGY - Keep as long as the legislation is valid.					
00000683	Private Patient TB Records	1	No	2Y	0Y	1
00000684	Reprints & Materials	1	No	0Y	0Y	1
	* AGY - Keep as long as the legislation is valid.					
00002005E	Tuberculosis (TB) Information System (TIMS)	B	No	7Y	0Y	3

Reporting system required by the center for disease control. Every suspected incident of tb must be reported. Information is sent to 8 "level-1" site district offices or the Philadelphia or allegheny county health departments. Data can be received electronically, paper(usually rvct form-a CDC form) or over the phone. Data is sent to doh. Doh weekly sends all but name and address to the division of tb elimination at the CDC and to the doh bureau of epidemiology which compiles info from other DOH divisions to send to CDC for a weekly publication mmwr(mortality, mortality weekly report). Information collected includes: name; AG e; county; address; tb tests; chest x-rays; lab information; HIV status; if homeless, resident of correctional facility or long-term care facility when diagnosed; drug regimen administration; alcohol or drug use; and occupation. System has capacity of doing patient management but doh dosen't use that at this time.

* AGY - After inactive

Records Retention and Disposition Schedule
By Bureau

4/2/2021

Agency: 067 Health
Bureau: 6749321000 Division of Tb/Std

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00002006E	Sexually Transmitted Diseases (STD) Management Information Management System Reporting system required by the center for disease control (CDC). Every suspected incident of an std must be reporter. Information is sent to 8 "level-1" site district offices or the Philadelphia or allegheny county health departments. It can originate at labs, county health departments or private physicians or hospitals. Data can be received electronically paper (usually a CDC form) or over the phone, but must cover certain data elements. Data is then sent to doh. Doh weekly sends all but patient IDentifier information to the CDC and to the doh bureau of epidemiology which complies information from other DOH divisions to send to CDC for a weekly publication mmwr (morbidity, mortality weekly report) infromation collected includes name, AGE, county, address, std test, lab information, HIV status, if homeless, resident of correctional facility or long-term care facility when diagnosed, drug regimen administered, alchol or drug use, and occupation. (note: input item 356; 677)	B	No	999Y	0Y	3

Records Retention and Disposition Schedule
By Bureau

4/2/2021

Agency: 067 Health
Bureau: 6749331000 Division of Immunizations

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000678	General Correspondence	1	No	3Y	0Y	1
00000679	Immunization Vaccine Orders & Usage Rpts	1	No	5Y	0Y	1
00000680	Immunization Case Investigation	1	No	5Y	0Y	1
00000681	Immunization Epidemiologic	1	No	10Y	0Y	1
00002000E	School Immunization System	B	No	1Y	0Y	1
	In compliance with the school immunization law, the application includes data from public or private schools, K-12 on whether children are meeting school requirements for immunizations. Collects data by district, individual schools and grade range. Notes if there are religious or medical exemptions from requirements. No individual names are kept.					
00002019E	Vaccines For Children	B	No	2Y	0Y	1
	System tracks vaccine inventories and records the distribution of vaccine batches sent to public and private provider sites. This is a center for disease program that was established for children (age 1-18) that meet certain eligibility criteria.					

* AGY - After current year

**Records Retention and Disposition Schedule
By Bureau**

4/2/2021

Agency: 067 Health
Bureau: 6749401000 Bureau of Family Health

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000100	Correspondence, Injury & Request Printed Material Inquiries and requests for printed materials.	1	No	1Y	0Y	3
00000292	Program Administration	1	No	3Y	0Y	1
00000536	Maternal And Child Health Grant	1	No	2Y	2Y	1
00000538	Advisory Committee-Minutes And Rpts	1	No	2Y	2Y	2
00000685	Administrative & Correspondence Records	1	No	2Y	0Y	1
00000689	Administrative & Correspondence Recs	1	No	2Y	0Y	1

Records Retention and Disposition Schedule
By Bureau

4/2/2021

Agency: 067 Health
Bureau: 6749411000 Division of WIC

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000344	Wic Manual Food Instruments - H511.835.1	1	No	2Y	3Y	1
00000563	WIC Program - Computer Rpts (Hardcopy)	1	No	0Y	0Y	1
	* AGY - Destroy after microfilming.					
00000563A	Wic Program - Computer Rpts (Orig Microfilm)	A	No	5Y	0Y	1
	* AGY - Or 3yrs after expend rpt, or audit, whichever longer.					
00000563B	Wic Program - Computer Rpts (Orig Microfiche)	A	No	5Y	0Y	1
	* AGY - Or 3yrs after expend rpt, or audit, whichever longer.					
00000613	WIC Vendor Fair Hearing Records	1	No	0Y	0Y	2
	* AGY - Historical reference purged as needed.					
00000614	WIC Retail Store Records	1	No	0Y	0Y	1
	* AGY - Inactive records purged regularly.					
00000615	WIC General Vender Monitoring Recs	1	No	5Y	0Y	1
00000616	WIC Clinic Master File Records	1	No	0Y	0Y	1
	* AGY - Historical records, purged as needed.					
00000617	WIC Annual Program Review Records	1	No	2Y	3Y	1
00000618	WIC Program Operations Records	1	No	5Y	0Y	2
00000619	WIC Program Operations Resource Records	1	No	999Y	0Y	2
00000620	Pending Litigation Records - Monsour Med Ctr	1	No	0Y	0Y	1
	* AGY - Until litigation completed & settlement made.					
00000621	WIC Program Computer Generated Rpts	1	No	2Y	3Y	1
00000622	WIC Administrative/Fiscal Records	1	No	5Y	0Y	1
00000623	WIC General Corres/Reference	1	No	5Y	0Y	1
00000624	WIC Administrative Corres Program	A	No	999Y	0Y	2
00000625	Daily Bank Acc. Reconciliation (Hardcopy)	1	No	3Y	0Y	1
	* AGY - Destroy after microfilmed.					
00000625A	Daily Bank Acc. Reconciliation (Microfilm)	A	No	5Y	0Y	1
	* AGY - Or 3yrs after expend rpt, or audit, wch longer.					

Records Retention and Disposition Schedule
By Bureau

4/2/2021

Agency: 067 Health
Bureau: 6749411000 Division of WIC

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000891	Women, Infants and Children Vendor Price Adjustment System Quarterly rebates from Women, Infants and Children vendors.	1	Yes	1Y	5Y	1
00002014E	Women, Infant & Children (WIC) Supplemental Food Program System Supplemental food program administered by the division of WIC which receives money form the us dept of AG riculture (usda) to assist eligible clients. The system tracks the following: client information, food instruments grocery stores, bank reconciliations and all operational and administrative responsibilities. * AGY - After current year (note:input item #344; 613-621; 624 output item #563;622;625) items 563 & 625 are not filmed)	B	No	7Y	0Y	3
00002015E	Farmers Market Coupon System Tracks food instruments given to WIC recipients for redemption at farmers markets. These are in addition to their regular WIC checks. This application is a sub-set of the WIC participant file, but is using a completely different vendor list provided by the Pennsylvania department of AG riculture. * AGY - After current year	B	No	3Y	0Y	3

Records Retention and Disposition Schedule
By Bureau

4/2/2021

Agency: 067 Health
Bureau: 6749421000 Division of Child and Adult Health Services

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000686	Division Program Records Program correspondence for child and adult health services.	1	No	7Y	0Y	3
00000687	Child Lead Poisoning Prevention Program Program correspondence relating to program.	1	No	5Y	0Y	3
00000688	Family Planning Program	1	No	5Y	0Y	1
00000725	H503.800 Case Rpt: Lead Poisoning/Toxicity	1	No	1Y 6M	16Y 6M	1
00000870	Correspondence - Renal	1	No	3Y	0Y	3
00000871	Contracts - Renal	1	No	5Y	2Y	1
00000872	Patient Records - Renal	1	No	3Y	0Y	3
00000873	Invoices - Renal	1	No	2Y	1Y	1
00000878	Contracts-Div Of Chldrn Spec Hlth Care Needs	1	No	3Y	4Y	1
00000879	Correspondence - CSHCN	1	No	3Y	0Y	3
00000880	Patient Records - CSHCN	1	No	3Y	0Y	3
00000881	Invoices - CSHCN	1	No	2Y	1Y	1
00000883	History Of CSHCN Programs * AGY - Retain permanently.	1	No	999Y	0Y	2
00000885	Policies & Procedures - CSHCN * AGY - Purge when policies/procedures change.	1	No	0Y	0Y	2
00000886	Lead Posioning Monitoring Reports	1	No	3Y	5Y	1
00000887	Lead Poisoning - Child Service Records * AGY - Until dischared / SRC - 7yrs past majority.	1	No	0Y	0Y	3
00000893	Head Injury Program (HIP) client files. Contains client demographics and other related information. Other information in files may contain one or more of the following: application; health insurance information; physician's statement; assignment, subrogation and reimbursement agreement; evaluation forms; correspondence and miscellaneous notes.	1	No	3Y	4Y	1

Records Retention and Disposition Schedule
By Bureau

4/2/2021

Agency: 067 Health
Bureau: 6749421000 Division of Child and Adult Health Services

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00002024E	<p>Pennsylvania Lead Laboratory System (Pall)</p> <p>This system maintains information on adults and children. For children, pall creates an extract that provides the center for disease control (CDC) with surveillance data which includes names and demographic information. It also creates an extracts that allow contractors (state, county, minicipal or private health centers) with enough information to provide comprehensive follow-up services. These services are not medical, but could include: investigations, dietary, housekeeping, or home remediation issues. For adults, pall only generates AG gregate numbers for adults at certain blood lead levels. The report is sent to NIOSH (National Institute for occupational safety & health). No report is sent to CDC , and contains no names or demographics. Information enters pall through the reports that the laboratories must send. These can be sent in either format, electronic or hard-copy.</p> <p>* AGY - Majority + 7-children; 40 years-adult</p>	B	No	0Y	0Y	3
00002025E	<p>Stellar (LEAD Poisoning Case Management System)</p> <p>This is a case management tool for tracking lead poisoning follow-up services provided by all health centers, except the state health centers. This is software provided by CDC . The information is owned by doh, but the system is mainly used by the contractors to submit reports. The system generates follow-up reminders for contractors of needed case management activities.</p> <p>* AGY - Majority + 7-children; 40 years-adult</p>	B	No	0Y	0Y	3

**Records Retention and Disposition Schedule
By Bureau**

4/2/2021

Agency: 067 Health
Bureau: 6749431000 Division of Community Systems Development and Outreach

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000535	Provider Service Activity Reports Data related to medical and educational services.	1	No	2Y	2Y	1

Records Retention and Disposition Schedule
By Bureau

4/2/2021

Agency: 067 Health
Bureau: 6749441000 Division of Newborn Screening & Genetics

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000304	Internal Administrative Files Records to help administer the Newborn screening program. Consists of desk manuals, internal policies and procedures for administrative and nursing staff, protocols and guidelines, presentations to stakeholders. *AGY - current and prior version Exception granted on July 27, 2015 from General Schedule G001.007 Program Administration Files.	M	No	0Y	0Y	3
00000309	Phenylketonuria (PKU) Formula Program Records All records regarding the PKU formula program including patient records, invoices for service and any correspondence with physicians, vendors and patients.	M	No	3Y	0Y	3
00000524	Laboratory Test Results and Hearing Screening Files Laboratory test results for abnormal screening for metabolic and Critical Congenital Heart Disease (CCHS) of infants. Also includes abnormal hearing screening records, records on all the conditions and diagnosis and followup documentation with guardians and physicians. *AGY - Records that are in paper will be destroyed according to G007.001.	B	Yes	28Y	0Y	6

**Records Retention and Disposition Schedule
By Bureau**

4/2/2021

Agency: 067 Health
Bureau: 6749451000 Division of Program Support and Coordination

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000537	Provider Relationships-Contracts-Agreements	1	No	2Y	2Y	1
00002031E	Core/Claim Application	B	No	7Y	0Y	3

This application helps with tracking programs for the special health care program which funds medical payments for people (most often children) with certain congenital defects. Contains information on providers, their contracts, patient enrollment and invoicing. Information includes provider name, address, contract ID, patient name, address, demographic information, provider name, patient name and date.

* AGY - After inactive

**Records Retention and Disposition Schedule
By Bureau**

4/2/2021

Agency: 067 Health
Bureau: 6756001000 Deputy Secretary - Administration

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000648	Departmental Corres & Administration * AGY - Purge annually.	1	No	1Y	0Y	1
00000892	Institutional Review Board Records Research proposals involving human subjects.	1	No	3Y	0Y	3

**Records Retention and Disposition Schedule
By Bureau**

4/2/2021

Agency: 067 Health
Bureau: 6756121000 Division of Statistical Support

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000510	Statistical Support File	1	No	3Y	2Y	1
00000511	Specialized Corres, Recurring Svcs & Actvty	1	No	3Y	3Y	1
00000512	Specialized Corres, Specific Program Data	1	No	4Y	2Y	1
00000560	PA Birth And Death Statistics	1	No	0Y	999Y	2
	* AGY - Until microfiche complete; SRC - Perm.					
00000560A	PA Birth And Death Statistics	A	No	999Y	0Y	2

Records Retention and Disposition Schedule
By Bureau

4/2/2021

Agency: 067 Health
Bureau: 6756131000 Division of Statistical Registries

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000503	Facility Questionnaires - Hardcopy	1	No	0Y	0Y	1
	* AGY - Until microfiche complete.					
00000503A	Facility Questionnaires - Microfiche	A	No	999Y	0Y	1
00000505	Facility Computer Print Outs	1	No	2Y	0Y	1
00000522	Three Mile Island Questionnaire	1	No	10Y	50Y	2
00000523	Three Mile Island Pregnancy Questionnaire	1	No	10Y	50Y	2
00000533	Evaluation Of Prenatal Care & Pregnancy	1	No	3Y	50Y	2
00000534	Evaluation Of Tmi Pregnancy Outcome	1	No	10Y	50Y	2
00000550	Quarterly Rpt,Abortion Performed H52.320.12	1	No	2Y	7Y	2
00000551	PA Cancer Registry Report Form H106.070	1	No	5Y	0Y	3
00000552	Mortality Surveillance/TMI	1	No	10Y	50Y	2
00000556	Epidemiology - Special Studies/TMI	1	No	10Y	50Y	2
00000557	TMI Population Registry Follow-Up Studies	1	No	10Y	50Y	2
00000558	Minutes-TMI Advisory Panel,Health Research	1	No	10Y	50Y	2
00000571	TMI Health Effects Research-Program Files	1	No	10Y	50Y	2
00000572	Tmi Health Effects Research-Computer Data	1	No	10Y	50Y	2
00000698	Emergency Management Files	1	No	5Y	15Y	2
00000723	Induced Termination Of Pregnancy Reports	1	No	1Y	4Y	1
0551.001	PA Cancer Registry Data (Electronic)	B	No	99Y	0Y	2

Records Retention and Disposition Schedule
By Bureau

4/2/2021

Agency: 067 Health
Bureau: 6756201000 Bureau of Information Technology

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000607	Info Cntr Manuals,Documentation & Software	1	No	2Y	0Y	1
00000608	Daily Courier Service Documents	1	No	7Y	0Y	1
00000609	Job Accounting Report System (JARS)	1	No	1Y	0Y	1
00000610	Daily Correspondence	1	No	4Y	0Y	1
00000611	Computer Tape Management Files	1	No	0Y	0Y	1
	* AGY - Purge periodically.					
00002020E	Job Accounting Reporting System (JARS)	B	No	3Y	0Y	1
	This is a subsystem that takes all the accounting input sources, personnel and PC maintainance charges and summarizes all this information and creates invoices to collect money from federal and nongeneral government funds. This system only accounts for it resources that were expended in support of doh program functions.					
	* AGY - After current year					
00002021E	System Management Facility Reporting Extract System	B	No	0Y	0Y	1
	This system is used to track errors and account it resources (mainframe operation and maintenance) used that were expended in support of doh program functions. This system houses information that is extremely detailed. The information is summarized and put into the job account reporting system (jars).					
	* AGY - Current year (summary data only)					
00002022E	Tape Management System	B	No	0Y	0Y	1
	This system is responsible fromanaging the tape library for doh. Currently there are two management systems. The it staff is in the process of converting the old semi-manual tape system to the commonwealth's platform-the removeable media management system (rmm). This is outsourced to the Unisys-ibm platform which is the standard for the commonwealth. With the new system rmm actually houses the tapes while the it staff is responsible for the tape management and setting retention periods.					
	* AGY - Until superseded					

**Records Retention and Disposition Schedule
By Bureau**

4/2/2021

Agency: 067 Health
Bureau: 6756501000 Bureau of Human Resources

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000354	Education & Training Record After EmPLY End	1	No	1Y	0Y	1
00000355	Correspondence, General File	1	No	3Y	0Y	1
00000875	County Drug And Alcohol Files	1	No	0Y	0Y	1

* AGY - Coincides with opf retention.

Records Retention and Disposition Schedule
By Bureau

4/2/2021

Agency: 067 Health
Bureau: 6756511000 Division of Equal Opportunity and Training

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000382	Correspondence * AGY - Rules & regulations are kept indefinitely.	1	No	5Y	0Y	1
00000383	Equal Opportunity Personnel Records * AGY - Until employee terminates.	1	No	0Y	0Y	1
00000384	Affirmative Action Plan	1	No	5Y	0Y	1
00000385	D & A Single County Authority Aff Action Pln	1	No	5Y	0Y	1
00000386	State Health Center Compliance Reviews * AGY - Or until federal review is complete.	1	No	7Y	0Y	1
00000387	Grievance Records	1	No	15Y	0Y	1
00000388	Contract Compliance	1	No	5Y	0Y	1
00000389	Resume Bank	1	No	3Y	0Y	1
00000690	Division Administrtrive & Corres Records	1	No	5Y	0Y	1
00000697	Vendor Compliance File * AGY - Or until on-site review is completed.	1	No	5Y	0Y	1

Records Retention and Disposition Schedule
By Bureau

4/2/2021

Agency: 067 Health
Bureau: 6756701000 Bureau of Administrative & Financial Services

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000421	Time Samples, H103.760 Program Time Expended * SRC - Or until audit.	1	No	0Y	7Y	1
00000447	Correspondence, Administrative	1	No	2Y	0Y	1
00000575	Correspondence, Director's Administrative	1	No	2Y	0Y	1
00000593	Administrative Files	1	No	3Y	0Y	1
00000594	Subject Files	1	No	2Y 6M	0Y	1
00000595	Appropriation Files	1	No	2Y 6M	0Y	1
00000596	Budget Cycle Files	1	No	3Y 5M	0Y	1
00000597	Grant Application Files	1	No	1Y	0Y	1
00000649	Bureau Administrative Disk File * AGY - Purge when updated.	1	No	0Y	0Y	1
00000722	Audit Reports	1	No	3Y	4Y	1

**Records Retention and Disposition Schedule
By Bureau**

4/2/2021

Agency: 067 Health
Bureau: 6756711000 Division of Budget

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000695	Fiscal And Legislative Software Files	1	No	0Y	0Y	1

* AGY - Purged when software program changes.

**Records Retention and Disposition Schedule
By Bureau**

4/2/2021

Agency: 067 Health
Bureau: 6756731000 Division of Contracts

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000364	Applications, Contracts, Health Services	1	No	2Y	3Y	1
00000650	Division Of Contracts Disk File	1	No	0Y	0Y	1
	* AGY - Purge when updated.					
00002044E	Contract Tracking System	B	No	10Y	0Y	1
	Tracks status of contracts executed between the department of health and third parties. Tracking is from initiation through execution of contract. Contracts are linked by federal IDentification number and contract number of vendor.					

Records Retention and Disposition Schedule
By Bureau

4/2/2021

Agency: 067 Health
Bureau: 6756741000 Division of Office Services

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000442	File, Shared Facility, Billing Data & Histroy * AGY - Purge annually.	1	No	0Y	0Y	1
00000576	General Correspondence * AGY - Purged annually.	1	No	1Y	0Y	1
00000577	Department Memberships	1	No	3Y	0Y	1
00000578	Facilities Work Orders	1	No	1Y	0Y	1
00000579	Automotive Correspondence * AGY - Records are not disposed of when equipment is turned in. This is the general automotive correspondence which is purged every year.	1	No	3Y	0Y	1
00000580	Automotive Unit Reports	1	No	2Y	0Y	1
00000582	Copier/Duplicating Equipment * AGY - Or until equipment is surplussed.	1	No	4Y	0Y	1
00000583	Printing Service - Dept Of Health	1	No	3Y	0Y	1
00000584	Photocopier Services - Dept Of Health	1	No	3Y	0Y	1
00000588	Purchasing Documents	1	No	2Y	0Y	1
00000589	Stock Inventory Records - Invoices * AGY - Purge related h104.327 annually.	1	No	6Y	0Y	1
00000589E	Equipment Inventory System In-house department wide inventory system that tracks all supplies including, but not limited to, infant formula and pamphlets. Supplies are accounted for on a charge back basis. * AGY - After year of creation	B	No	3Y	0Y	1
00000591	Equipment Inventory Records	1	No	2Y	0Y	1
00000591E	Capitol Equipment Inventory System System tracks the inventory of equipment purchased for the department of health costing over \$500.00. This includes such items as: computer equipment and furniture. * AGY - After year of creation	B	No	3Y	0Y	1
00000592	Biological Records	1	No	2Y	0Y	1

**Records Retention and Disposition Schedule
By Bureau**

4/2/2021

Agency: 067 Health
Bureau: 6756741000 Division of Office Services

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000877	Leased Facilities Files	1	No	10Y	0Y	1

* AGY - Or until facility relocates.

Records Retention and Disposition Schedule
By Bureau

4/2/2021

Agency: 067 Health
Bureau: 6782111000 Bureau of Health Statistics and Registries

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000035	Checks, Refund Canceled, After Internal Bureau Audit Canceled refund checks issued to consumers for vital records products. Documents are destroyed 6 months after BHSR internal audit.	1	No	6M	0Y	1
00000036	Checks, Refund Amnt & Pyee After Audit	1	No	6M	0Y	1
00000038	Local Registrar Monthly Report Summary Schedule of Activities and Income (H105.026) Local Registrar Monthly Report Summary Schedule of Activities and Income (H105.026). Report and any supporting documentation submitted by local registrars in regards to death events registered and death certificates issued within their districts.	1	No	2Y	0Y	1
00000170	Records for Live Birth Amendments Pennsylvania birth records (standard and delayed birth) and amending documents. Originating at the counties, birthing facilities and home births., these records contain the child's name, child's sex, date of birth, location of birth, and mother and father's names and birth places. Amendments consist of adoption paperwork or other types of affidavits that legally allow a person to alter/correct a birth record. Note: this record series now includes delayed births and adoptions. *SRC-105 years after date of birth.	1	No	0Y	105Y	2
00000170A	Birth Certificates - Orig Film * Perm at national underground storage.	A	No	999Y	0Y	2
00000170E	Birth System Data collected on all births in Pennsylvania. System issues birth certificates.	B	No	999Y	0Y	2
00000171	Records of Death and Amendments Death records for people that died in Pennsylvania. Contains death date, name of person, county, township, sex, age, cause of death, decedent's parents names and information on the disposition of the decedent's remains. *SRC - 50 years after date of death.	1	No	0Y	50Y	2
00000171A	Death Certificates - Orig Film * Perm at national underground storage.	A	No	999Y	0Y	2
00000171B	Death Certificates - Dupl Film	A	No	999Y	0Y	2

Records Retention and Disposition Schedule
By Bureau

4/2/2021

Agency: 067 Health
Bureau: 6782111000 Bureau of Health Statistics and Registries

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000171C	Death Certificates - Dupl Film * AGY - Philadelphia branch 1983-present.	A	No	999Y	0Y	2
00000172	Adoption Index Cards Index cards used to reference key information from various adoption records recorded within the bureau. *SRC-105 years after date of birth.	1	No	0Y	105Y	2
00000173	Birth Record Index Indices for Pennsylvania birth records. These indices help find the birth records which have been compiled into a series of books. Each entry has the name of child, date of birth, county and birth record. *SRC-105 years after date of birth.	1	No	0Y	105Y	2
00000173A	Birth Index Indices for Pennsylvania birth certificates. These indices help find the birth certificates in boxes in books. Each entry has the name of child, date of birth, county and birth record number. 'AGY-From date of birth	A	No	105Y	0Y	2
00000174	Death Record Index Indices for Pennsylvania death records. These indices help find the death records which have been compiled into a series of books. Each entry has the name of deceased, date of death, county, and death record number. *SRC- 50 years after date of death.	1	No	0Y	50Y	2
00000174A	Death Record Index Indices for Pennsylvania death certificates. These indices help find the death certificates in boxes in books. Each entry has the name of deceased, date of death, county and death record number. *AGY - After date of death.	A	No	50Y	0Y	2
00000176	Funeral Director Violation Records	1	No	10Y	0Y	1
00000177	Physicians Violation Records	1	No	10Y	0Y	1

Records Retention and Disposition Schedule
By Bureau

4/2/2021

Agency: 067 Health
Bureau: 6782111000 Bureau of Health Statistics and Registries

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000179	Reports of Fetal Death Reports of fetal deaths that occurred in Pennsylvania and any amendments made to a fetal death record. *SRC-100 years after date of fetal death.	1	No	0Y	100Y	7
00000179A	Fetal Death Certificates - Orig Film * Perm at national underground storage.	A	No	999Y	0Y	2
00000179B	Fetal Death Certificates - Dupl Film	A	No	999Y	0Y	2
00000179E	Fetal Death System Tracks all fetal deaths in Pennsylvania starting at 16 weeks gestation.	B	No	999Y	0Y	2
00000184	Indices, Marriage & Divorce 1958 to ? Indices of marriage and divorces filled in Pennsylvania.	1	No	0Y	100Y	2
00000184A	Indices, Marriage & Divorce 1958-60,74,76	A	No	999Y	0Y	2
00000184E	Marriage System Tracks marriage statistics in the commonwealth of Pennsylvania, tracking only the date and county where marriage took place.	B	No	999Y	0Y	2
00000185A	Marriage Records 1906-Present	A	No	999Y	0Y	2
00000187A	Adoptions	A	No	999Y	0Y	2
00000191	Report of Foreign-Born Births Reports of births of US Citizens/PA residence that occurred outside of the United States, and any amendments issued against the records. * SRC - 105 years after date of birth.	1	No	0Y	105Y	2
00000191A	Certificate Of Birth Foreign Born	A	No	999Y	0Y	2
00000192A	Delayed Birth Records This is microfilm used as duplicate copies of adoption delayed birth records. Originating at the counties and hospitals these records contain the child's name, child's gender, date of birth, location of birth, and mother and father's names and birth places. *AGY - Date of birth	A	No	105Y	0Y	2

Records Retention and Disposition Schedule
By Bureau

4/2/2021

Agency: 067 Health
Bureau: 6782111000 Bureau of Health Statistics and Registries

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000192B	Delayed Reports of Live Birth Index Cards These index cards contain details of delayed records of live birth records. *SRC- 105 years after date of birth.	1	No	0Y	105Y	2
00000194A	Divorce And Annulment Records 1921 - Present	A	No	100Y	0Y	2
00000194E	Divorce System Tracks divorces in the commonwealth of Pennsylvania.	B	No	999Y	0Y	2
00000726	App For Certified Copy Of Birth Or Death Rec	B	No	3Y	0Y	3
00000726A	Applications for Birth Certificates or Death Certificates This record series includes hardcopy applications for vital records products. Documents include Application for Certified Copy of Birth Records, Applications for Certified Copies of Death Records, and Adoptee's Application for Noncertified Copy of Original Birth Record.	1	No	3Y	0Y	1
00002038E	Health Facilities Hospital System Data collected on all hospitals and long term facilities in Pennsylvania.	B	No	999Y	0Y	1
00002039E	Behavioral Risk Factor Assessment Nationwide yearly survey conducted by contractor concerning such health issues as smoking. This application contains the results of the 3600 Pennsylvania residents surveyed each year.	B	No	999Y	0Y	2
00002040E	Automated Classification Of Medical Entities (ACME) Determines causes of death. Information processed on PC and put into mainframe.	B	No	999Y	0Y	1
00002041E	Statewide Immunization Information System Registry of immunizations in Pennsylvania.	B	No	999Y	0Y	3
00002042E	Census Of Fatal Occupational Injuries (CFOI) Statistics of people that die while on the job.	B	No	999Y	0Y	3
00002043E	Registrar Payroll System Tracks fees collected for people who register for birth/death certificates.	B	No	7Y	0Y	1

* AGY - After year of creation

**Records Retention and Disposition Schedule
By Bureau**

4/2/2021

Agency: 067 Health
Bureau: 6782111000 Bureau of Health Statistics and Registries

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00002045E	Death System Tracks all deaths in the commonwealth of Pennsylvania. (Note: covers item #'s 171 & 174)	B	No	999Y	0Y	2
00002046E	Abortion Two data sets that report quarterly by facility, all abortions and individual procedures, reporting done by physicians. (note: covers item #'s 713 & 550 combined)	B	No	999Y	0Y	2