

## Health

Division	Section	Record Title	Description	Retention	Classification	Comments	Schedule #
Board of Health	Administration	Board Meeting Recordings	These are the recordings of the Board of Health committee meetings that must comply with the Utah Open Meetings Act. They are used to create the official minutes.	4 years or until pending litigation is resolved or unless other statutes apply	Primary: Public: UCA 63G-2-301(1)(e) (2008). Secondary : Protected UCA 63G-2-305(32) (2008); UCA 52-4-203 (2008)	Protected: Closed meeting recordings (Linked to Schedule AD-030)	HE-160
Board of Health	Administration	Board Minutes / Files	These files may include; agenda, meeting minutes, resolutions, final reports, and related records documentation.	Permanent	Public Policy Making Board – Utah Code Title 26 A-1-109 County Ordinance #9  Primary: Public: UCA 63G-2-301(1)(e) (2008). Secondary : Protected UCA 63G-2-305(32) (2008); UCA 52-4-203 (2008)	Series 18707, 1969-2009 are in Archives custody.  Protected: Closed meeting material	HE-048
Board of Health	Administration	Environmental Quality Advisory Commission	These files may include; agenda, meeting minutes, and other supporting documentations.	4 Years	Public	This is an advisory commission to the Board of Health. All policy making decisions are approved through the Board of Health. (Approved by GRAMPA 4/28/2016)	HE-162
Board of Health	Administration	Public Hearings for Health Regulations	These are audio recordings, public comments, Hearing Office transcript, Public Notice and signature logs for attendees and other supporting documentations.	Maintain until the Board of Health Regulation is Adopted or Abandoned	Public	(Approved by GRAMPA 4/28/2016)	HE-161
Community Health	Car Seat Program	Car Seat Files and Forms	This program enables individuals who qualify to purchase car seats to comply with UCA 41-6-148.20 (1995) which requires the use of child restraint devices. The car seat Distribution Form includes the name, address, telephone number, signature, checklist that the purchaser received training in the use of the car seat, car seat was inspected, the amount paid, the date issued, receipt number.	4 Years	Primary: Protected UCA 63G-2-305(51)(a)(b)	Secondary: Private UCA 63G-2-302 (2) (D) Approved by GRAMPA 1/15/2009	HE-103
Community Health	Oral Health Program	Fluoride Initiative	Copy of BOH resolution supporting this action, statements of support (gathered by Utahans for Better Dental Health)	Maintain until administrative need ends	Public	Approved by GRAMPA 1/15/2009	HE-020
Community Health	Tobacco Program	Cadet File	High school student that assists the Health Department and Sheriffs Office with performance compliance checks in retail stores that sell tobacco. The file contains a copy of the cadet's driver's license, and parental permission form.	Destroy 1 year after termination or case is closed.	Private UUCA 63-2-302(2)(B), 53-3-109 Exempt	Federal Drivers Privacy Protection Act of 1994, 18 U.S.C. Chapter 123. Approved by GRAMPA 11/15/2007.	HE-132
Community Health	Tobacco Program	Civil Hearings	If a sale of tobacco to a minor occurs, a civil penalty is filed against the store owner. Records are kept such as a Notice of Violation, Finding of Fact, tape recordings of informal and formal	Hardcopies will be maintained until case is closed. After that time,	Public	Approved GRAMPA 03/23/2017	HE-109

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			hearings, owner name, registered agent, business address and telephone number and any correspondence from the owner or his/her representatives.	electronic copies will be maintained in CDP.			
Community Health	Tobacco Program	Compliance Checks – Evidence – Adult	Evidence includes the actual pack of cigarettes, e-juice, any other forms of tobacco and the receipt from the sale of tobacco, if provided by retailer at time of sale. A copy of the citation from the police officer can be obtained by request submitted to issuing office.	Per DA, the evidence bag must be kept as evidence until the case is closed;	Primary: Public Secondary: Private UCA 63G -2-302 (2) (D)	Store clerk's personal information on citation is classified as private. Home address, home phone/cell, date of birth, social security number, height, weight, hair, eyes, race, driver's license number, and signature. Approved GRAMPA 03/23/2017	HE-044
Community Health	Tobacco Program	Compliance Checks – Evidence – Minor	Evidence includes the actual pack of cigarettes, e-juice, any other forms of tobacco and the receipt from the sale of tobacco, if provided by retailer at time of sale. A copy of the citation from the police officer can be obtained by request submitted to issuing office.	Per DA, the evidence bag must be kept as evidence until the case is closed;	Primary: Public Secondary: Private UCA 63G -2-302 (2) (D)	Minor cadet personal information on citation is classified as private. Home address, home phone/cell, date of birth, social security number, height, weight, hair, eyes, race, driver's license number, and signature. Approved GRAMPA 03/23/2017	HE-045
Community Health	Tobacco Program	Compliance Checks – logs	Electronic results of the compliance checks are recorded in a log, information includes: name of the tobacco retailer, address, outlet type, outlet status, time checked, date checked, age of minor, gender of minor, product purchased, cost, if a receipt was provided, if a sale occurred, if the clerk checked the cadet's (underage buyer) ID, the gender of the clerk, the clerk's name, if retailer has visual and accessible or visual and not accessible tobacco products, what action was taken, the POST certified officer's initials, the health department staff's initials, the cadet's initials, and name of tobacco product purchases, comments and route.	5 years	Protected UCA 63G-2-305(9)(a)	Hard copy of results will be destroyed quarterly. Approved GRAMPA 03/23/2017	HE-047
Community Health	Tobacco Program	Court Referred tobacco cessation class for youth – Ending Nicotine Dependence (END)	Name of youth referral, address, DOB, phone number, parent/guardian name, age, race, sex, SS#, certificate of completion, and homework assignments.	5 years	Private UCA 63G-2-302 (2) (D)	May share information with 3rd District Juvenile court. Approved by GRAMPA 1/15/2009	HE-066
Community Health	Tobacco Program	Prenatal tobacco cessation	Compile personal data: name, phone #, baby's due date, race, age, SS#, DOB, parent/guardian name, case #, Medicaid #, income, and family size.	5 years	Exempt (HIPAA) 45 CFR parts 160,162 & 164	Approved by GRAMPA 1/15/2009	HE-088
Department - Wide	Administration	CDP Encounter Forms	This is a master encounter document listing clinical services, incl. demographics & codes of services	Permanent	Public	Maintained and updated electronically. Approved by GRAMPA 1/24/2008.	HE-007
Department - Wide	Administration	CDP Monthly & Service Reports	These are a compilation of electronic data of patient information, financial reporting, program totals and total number of services by provider and nurse.	6 years	Exempt (HIPAA) 45 CFR Parts 160, 162 & 164	Maintained and updated electronically. Approved by GRAMPA 1/24/2008.	HE-012
Department - Wide	Administration	Contract Files	These are contracts between local health departments and the State Health Department. They document agreements between the state	6 Years	Public	Approved by GRAMPA 1/24/2008.	HE-025

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			and local departments to operate specific programs. The State Health Department re-grants federal funds and grants state funds under certain requirements stated in the contracts.				
Department - Wide	Administration	Government Records Access and Management Act (GRAMA) Access Requests	These request forms document individuals seeking access to county records as provided under UCA 63-2-204. They include requester's name, address, telephone number; date; record requested; date request received; whether access provided or denied; and date responded.	1 year	Public	Approved by GRAMPA 1/24/2008.	HE-026
Department - Wide	Administration	Incident Reports	These are incident report forms of adverse problems; used for tracking & making administrative decisions to improve work environment & processes.	3 years	Protected UCA 63-2-304(9) and (11)	Approved by GRAMPA 1/24/2008.	HE-049
Department - Wide	Administration	Operating Standards and Procedures	These are standards and procedures unique to the HD. These are rules to guide the department	Permanent	Public	Maintained and updated electronically. Approved by GRAMPA 1/24/2008.	HE-052
Department - Wide	Administration	Performance Audits, Q.A. Reports	These are formal evaluation of program(s) & activities or operations which contain summary documentations & recommendations.	6 years	Primary: Public Secondary: Private	Approved by GRAMPA 1/24/2008.	HE-051
Department - Wide	Administration	Press Release	These are formal press releases or public service announcements processed and released through SLVHD Public Information Officer (PIO).	Permanent	Public	Approved by GRAMPA 1/24/2008.	HE-053
Department - Wide	Administration	Public Relations	These files contain speeches, addresses and official comments or remarks made at formal SLVHD ceremonies by SLVHD or elected county officials. The format may be paper, videotape, motion picture films, etc.	Permanent	Public	Approved by GRAMPA 1/24/2008.	HE-042
Department - Wide	Administration	Publications	These records are printed pamphlets, leaflets, publications, and proposals which formally represent all programs / services, incl. educational material.	Permanent	Public	Approved by GRAMPA 1/24/2008.	HE-054
Department - Wide	Administration	Record Transfer Forms	This is documentation of record (client or other) transfers from agency to Record Center.	Maintain for life of record	Public	Maintained permanently by County Archives. Approved by GRAMPA 1/24/2008.	HE-055
Department - Wide	Administration	Scrap Books	These are a chronological record of the activities of SLVHD. Include photos, newspaper clippings, flyer, program notes, brochures, and other items pertaining to SLVHD activities.	Permanent	Public	Approved by GRAMPA 1/24/2008.	HE-043
Department - Wide	Administration	Staff and Internal Meeting Minutes	These are original Management Team or other internal meetings minutes.	2 years	Primary: Public Secondary: Protected	Original copy maintained by person who created document. Approved by GRAMPA 1/24/2008.	HE-102
Department - Wide	Administration	Volunteer Applications	These are application forms completed by volunteer that contain name, address, phone number, drivers license & time sheet tracking	Destroy 1 year after termination	Primary: Public Secondary: Protected UCA 63-2-304(51) and Private UCA 63-2-302	Protected: home address & phone number. Private: drivers license number. Approved by GRAMPA 1/24/2008.	HE-009
Department - Wide	Administration	Working Papers, Projects, Studies	This is background information, drafts, notes, etc. of program development.	3 years	Public	Approved by GRAMPA 1/24/2008.	HE-065

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Division	Section	Record Title	Description	Retention	Classification	Comments	Schedule #
Department - Wide	Finance	Annual Financial Reports	These reports or financial audit reports reflect accountability of public funds dedicated to programs, & services, & activities.	Permanent	Public	Approved by GRAMPA 1/24/2008.	HE-003
Department - Wide	Finance	Annual Reports	These are reports of program activities & accomplishments, incl. statistics, narrative, graphs, diagrams, etc.	Permanent	Public	Approved by GRAMPA 1/24/2008.	HE-004
Department - Wide	Finance	Budget	See Salt Lake County Budget Record Retention Schedule under Record Management, Approved Record Retention Schedule				HE-006
Department - Wide	Finance	Daily Financial Records – HIPAA Cover Programs	These records may include daily cash balance form, bank deposits slips, signed credit card receipts, receipts, refunds, account adjustments, client account insurance re-bills and other financial activities at the work site.	6 years	Exempt (HIPAA) 45 CFR Parts 160, 162 & 164	Records prior to April 14, 2003 are kept for 4 years. Approved by GRAMPA 1/24/2008.	HE-024
Department - Wide	Finance	Daily Financial Records – Non HIPAA Covered Programs	These records may include daily cash balance forms, bank deposit slips, signed credit card receipts, receipts, refunds, account adjustments, and other financial activities at the work site.	4 yrs	Primary: Public Secondary: Private UCA 63-2-302(2)(b)	Private: credit card numbers Approved by GRAMPA 1/24/2008.	HE-029
Department - Wide	Finance	Employee Approval Travel Form	These are employee travel forms for travel reimbursement to designated staff traveling out of County or State. These forms include travel expenditure report, travel allowance and reimbursement information.	3 year	Public	These are copies; original copy maintained by Auditors Office	HE-030
Department - Wide	Finance	Equipment Maintenance Records	These are records of service repair and maintenance of county equipment, including office machines, furniture and computer equipment.	2 years	Public	Approved by GRAMPA 1/24/2008.	HE-087
Department - Wide	Finance	Indigent Burial	These are records of approved and denied applications for assistance with indigent burial. The application contains name, address and limited bank account information. A copy of the death certificate is also attached.	4 years	Primary: Private UCA 63G-2-302 (2)(b) and UCA 26-2-22 Secondary: Public	These are copies; original copy maintained by Mortuary. Records will be maintained electronically. (See retention schedule HE-001 for retention on payment for cremations) Approved by GRAMPA 5/17/2012.	HE-138
Department - Wide	Finance	Petty Cash Records	These are vouchers and receipts attached to the request for reimbursement petty cash.	1 years	Primary: Public Secondary: Private UCA 63-2-302(2)(b)	These are copies; originals in Auditors office. Approved by GRAMPA 1/24/2008.	HE-089
Department - Wide	Finance	Purchasing Orders	These are forms authorizing the order to purchase supplies or equipment by the county. They contain the name of requesting agency, name of vendor, item, date ordered, delivery date, purchase order number, account charged, and authorizing signature.	4 years	Public	Approved by GRAMPA 1/24/2008.	HE-001
Department - Wide	Finance	Travel Reimbursement Files	These files contain records relating to the reimbursement of employees for authorized travel. They may include travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting papers documenting official travel by officers, employees, dependents, or others authorized by law to travel.	3 years	Primary Classification: Public. Private: UCA 63-2-302(1)(e) (1995)	Approved by GRAMPA 1/24/2008.	HE-031

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Department - Wide	Payroll	Employee Mileage	These are employee mileage tracking forms for travel reimbursement to designated staff on mileage.	3 years	Public	Monitored by employee's supervisor. Managed by SLVHD Admin. Approved by GRAMPA 1/24/2008.	HE-032
Department - Wide	Payroll	Payroll Data	These are miscellaneous payroll records including organizational data, payroll registers and payroll deduction information.	Maintain until administrative need ends	Primary: Public Secondary: Private UCA 63-2-302(1)(f)	These are copies; originals in Auditors office	HE-028
Department - Wide	Personnel	Employee Disciplinary Action File	These files include audio recordings of disciplinary hearings and employee written disciplinary documentation, grievance documents, overturned disciplinary documentation and various investigation documentation.	Maintain 3 years after termination. Maintain 5 years if complaint, litigation or claim exists	Primary: Private Secondary Public: UCA 63G-2-301(2)(b)	Private: unsubstantiated. Public: Substantiated. Updated and Approved by GRAMPA 06/28/2012	HR-058
Department - Wide	Personnel	Employees Medical File	These files include copies of First Report of Injury, FMLA application, doctor's notes and leave without pay requests.	65 years	Private UCA 63-2-302(1)(b)	Original copy of First Report of Injury sent to Risk Management	HE-005
Department - Wide	Personnel	HIPAA Training	See Salt Lake County HIPAA Record Retention Schedule under Record Management, Approved Record Retention Schedule	6 years	Exempt (HIPAA) 45 CFR Parts 160, 162 & 164	Approved by GRAMPA 1/24/2008.	HP-005
Department - Wide	Personnel	Organizational Records	These are department & division organizational charts.	Maintain until administrative need ends.	Public	Maintained and updated Electronically/ Forward copy to County Archives. Approved by GRAMPA 1/24/2008.	HE-050
Department - Wide	Personnel	Personnel Files	Agency Copy: These files are copies of employment files for all SLVHD employees including employment application, correspondence, credential files, payroll and leave history, work performance, performance evaluation forms, training certificates, letters of commendation, driver's license information, signed confidentiality form, Workers Compensation, and job-related information.	Destroy 1 years after termination	Primary: Private Secondary: Public: UCA 63-2-301(1)(b)	Approved by GRAMPA 1/24/2008.	HE-013
Department - Wide	Personnel	Personnel Files	Record copy: These files are the official employment files for all county employees and usually include the original employment application, correspondence, credential files, payroll and leave history, work performance, written disciplinary and grievance documents, transcript of training classes, documented of required training, and performance evaluation forms. Some pay actions are not printed but maintained in electronic form only. Agency, supervisor, division copy: These files contain copies of documents from the official file, as well as training certificates, letters of commendation, driver's license information, Workers Compensation, overturned disciplinary documentation, and job-related information such as authorizations to check out uniforms, equipment, etc.	Record Copy: 65 years from date of employment. Agency file, Supervisor file, Division file or all other duplicate files: 5 years after separation.	Primary: Private UCA 63G-2-302(1)(f) Secondary: Public: UCA 63G-2-301(1)(b)	Payroll history is maintained in an electronic database. Data that must be Public: name, gender, gross compensation, job title, job description, business address, business telephone number, number of hours worked per pay period, dates of employment, relevant education, previous employment, and similar job qualifications of the agency's former and present employees. Retention based on UCA 49-11-602 Updated and Approved by GRAMPA 06/28/2012	HR-002
Department- Wide	Administration	After-Action Report	These are internal reports generated for department evaluation of significant events.	5 years	Pre-Investigation: Protected UCA 63G-2-305(10)(a)(d)(e)	(Approved by GRAMPA 4/28/2016)	HE-163

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Division	Section	Record Title	Description	Retention	Classification	Comments	Schedule #
					Post Investigation: Primary: Private Secondary: Public		
Environmental	Administration	Bonds	Includes bond agreement forms, letters of credit, attorney-in-fact statements, surety riders, and other bond-related documents. Retain until bond is released in full, then destroy.	Retain until bond is released in full	Primary: Public Secondary: Private UCA 63G-2-302(2)(b)	Account and policy numbers, applicant home address, telephone number, email address, bank account numbers. Approved by GRAMPA 8/23/2012.	HE-148
Environmental	Administration	Closed Establishments	This file includes all inspection reports, copies of permits, and other information for the establishment that has gone out of business.	4 Years	Public	Approved by GRAMPA 3/16/2006	HE-078
Environmental	Administration	Correspondence	This file contains general correspondence which may contain names, home addresses, telephone numbers, email addresses, vehicle ownership information and vehicle license plate numbers.	5 Years	Primary: Public Secondary: Private UCA 63-2-302(2)(d) 2005	Private: Address and car ownership. Correspondent's name, home address, telephone number, and email address. Approved by GRAMPA 3/16/2006	HE-068
Environmental	Air Quality	Smoking Vehicle Reports and Letters	This monthly report contains the number of smoking vehicles reported, number of letters sent, incomplete reports, unmatched registrations, vehicles from other counties, and vehicles listed as "not on DMV file" per database. Smoking Vehicle letters contain license plate number and ownership information.	2 Years	Public	Private: Smoking Vehicle Letters. Vehicle owner name, home address, telephone number, and vehicle license plate number. Approved by GRAMPA 3/16/2006	HE-070
Environmental	Division Wide	Establishment Inspection Reports and Audits	These are reports on inspections of establishments to ensure that proper methods are followed. These inspections are authorized under UCA 26-15-2, 26A-1-114(1)(g) (2005). These reports include; name of the establishment; inspection purpose (follow-up, routine, etc.); the date by which identified violations must be corrected; inspector's comments; and results of the inspection facility maintenance, signature of person in charge, and inspector's signature.	4 Years	Public	UCA 26-15-2 (1), 26A-1-113, 26A-1-114 Establishments include body art, cosmetology, emissions stations, food service, , massage, mobile food units, processing facilities, public lodging, restaurants, swimming pools and spas, tanning, and waste haulers. Approved by GRAMPA 3/16/2006	HE-071
Environmental	Division-Wide	Business Licenses	These are copies of business licenses from municipalities and may include paperwork for business licensing, land use reviews, conditional use reviews and approvals.	1 year	Primary: Public Secondary: Protected UCA 63G-2-305(50)	Applicant's name, address, telephone and email address. Maintained and updated electronically. Approved by GRAMPA 8/23/2012.	HE-149
Environmental	Division-Wide	Certifications	These forms document the application and issuance of certificates for: certified food managers' registrations, applications and certifications; food handlers and registrations; emission technicians renewals and certifications, pre-demo inspectors, registered pool operators, and tanning operators. May include name, address, telephone number, birth date, where class was taken, date of class, any additional information deemed necessary, and applicant signature. Also includes test questions.	5 Years	Primary: Public Secondary: Protected UCA 63G-2-305(5) (2012)	Test questions are protected. Updated and approved by GRAMPA 06/28/2012.	HE-072
Environmental	Division-Wide	Complaint & Service Request Records	These records include complaint investigation documents received and generated by the Health Dept in reference to a wide range of environmental concerns: air quality, animals,	4 Years from date resolved	Primary: Public. Secondary: Private. complainant's name,	Private: Complainant's name, home address, and telephone number. To be filed by address. Approved by GRAMPA 3/16/2006	HE-075

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			asbestos, chemically contaminated properties, emergency response calls, epidemiology, e-waste, food service, hazardous waste, housing, indoor clean air, infectious waste, landlords, rejected loads at HHW/landfill, schools, solid waste, swimming pools and spas, vector control, warning letters, used oil, yards and others. If complaint pertains to a specific establishment, it becomes part of the establishment's inspection file. These records include date, time, name of person taking complaint, complainant's name, address and telephone number; nature of complaint, date investigated, sample results, photos, witness statement forms, chain of custody forms, action taken, completion date and signature of registered environmental health specialist, and case file information.		home address, and telephone number		
Environmental	Division-Wide	Emergency Response Complaints - EPI	These are copies of records of epidemiological investigations of environmental and occupational public health hazards. They help prevent those hazards, and assist in short and long-term health studies. As stated in the Utah code of Communicable Disease Rules, the Department of Health collects this information in order to promote and protect the public health and to prevent and control disease. Includes epidemiological investigations of individuals and/or groups exposed to environmental health hazards, health risk analyses of human exposures to chemical contaminants, cancer cluster investigations, and adverse reproductive outcomes. Medical records may contain patient name, address, sex, race, age, type of exposure, company where possible exposure occurred.	7 Years	Primary: Public: Health hazard appraisals. Secondary: Private. UCA 63-2-302(1)(b) Patient/case files	The State Bureau of Epidemiology maintains the record copy of these records permanently. Approved by GRAMPA 8/23/2012.	HE-145
Environmental	Division-Wide	Environmental Samples	These include state lab results and test requests of air, chemical, food, soil, non-water and non-swimming pool samples, and miscellaneous environmental sampling.	4 Years	Public	Approved by GRAMPA 2/28/2013	HE-159
Environmental	Division-Wide	Establishment Permit Applications	These are permit applications to operate an establishment in Salt Lake County. Includes Risk Assessment Forms and 2nd Page Program Applications.	Maintain one year after establishment closes or until collections is resolved and case is closed	Primary: Public Secondary: Protected UCA 63G-2-305(50)	This application contains establishment address, phone number, email address and owner information. Maintained and updated electronically. Approved by GRAMPA 8/23/2012.	HE-146
Environmental	Division-Wide	Formal Enforcement Files	EH case files with formal enforcement. May include Notice Of Violations (NOVs), warning letters, Pollution Prevention (P2) plans, stipulations and settlement agreements, case files, evidence, orders, suspensions, revocations, enforcement meetings, imminent	Maintain until administrative need ends	Primary: Public Secondary: Private	To be filed alphabetically. Approved by GRAMPA 8/23/2012.	HE-150

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Division	Section	Record Title	Description	Retention	Classification	Comments	Schedule #
			hazard closure notices, and related court documents. Signed copies to be kept on file.				
Environmental	Division-Wide	Plan Review Applications	These plan review applications document the local health department's review of establishment plans prior to the opening of the establishment. This is part of the Health Dept's duties as set out in UCA 26A-1-114.	4 Years	Primary: Public Secondary: Protected UCA 63G-2-305(5) (2012)	UCA 26A-1-114 May be maintained electronically. Individual home address, telephone number, email. Approved by GRAMPA 06/28/2012.	HE-139
Environmental	Division-Wide	Plans and Specification Sheets	The department reviews plans for permitted establishments and events. Plans may include floor plans, equipment schedules, plumbing schedules, lighting schedules, finish schedules, and equipment details and specifications. These forms include the establishment name, address, mailing address and telephone number, architect/designer contact information, reviewer's name, date, a listing of any areas of concern, and comments. Incomplete or stalled Plan Reviews and Applications will be destroyed one year from date of last contact.	4 Years or one year from date of last contact, then destroy.	Primary: Protected UCA 63G-2-305 (1) (2) (51) (2012) Secondary: Public	Applicants name, address, telephone and email address. Plans and specifications are protected under federal copyright law; may be viewed but not copied. Approved by GRAMPA 06/28/2012.	HE-140
Environmental	Food Protection	Residential Child Care	These are applications and inspection reports of in-home child care businesses. They are copies and the records are sent to the State.	1 Year	Primary: Protected UCA 63G-2-305(50) (2012) Secondary: Public	Applicant home address, telephone number, email are protected. Approved by GRAMPA 06/28/2012.	HE-141
Environmental	Food Protection	Temporary Mass Gathering & Temporary Food Event	These report forms document the inspection of temporary mass gatherings, food service inspections made and inspection reports attached; owners or operators names; drinking water supply, waste water disposal, service buildings, solid waste, and first aid facilities; any applicable remarks; date; operators or representatives signatures and signature of inspector.	4 Years	Primary: Public Secondary: Protected UCA 63G-2-305(5) (2012)	UCA 26A-1-114(2011) Approved by GRAMPA 06/28/2012.	HE-094
Environmental	Food Protection	Training Reimbursement Files	This file contains a summary of food handler permits issued from contracted vendors, Notice of Payment Requisition forms; check stubs, and printed receipts from payments received.	3 Years	Public	Approved by GRAMPA 3/16/2006	HE-073
Environmental	Sanitation & Safety	Bite Reports	These are copies of reports that document investigations of dog bites. The report may include case number, information on person bitten, informant's name, and information on incident, treatment, and animal and investigation, dog owner's home address and phone number.	1 year	Primary: Public Secondary: Private UCA 63-2-302(2)(d)(2005)	Private: Dog owner phone number and home address. Animal Control maintains original reports. Updated and approved by GRAMPA 06/28/2012	HE-074
Environmental	Water Quality & Hazardous Waste	Conditionally Exempt Small Quantity Generator (CESQG) Records	Forms are to be retained consistently as department billing records of hazardous waste by conditionally exempt small quantity generators (CESQGs). These are small amounts, not regulated by the state.	1 Year	Primary: Public Secondary: Protected UCA 63G-2-305(50)	Applicant's name, address, telephone and email address. Maintained and updated electronically. Approved by GRAMPA 8/23/2012.	HE-151
Environmental	Water Quality & Hazardous Waste	Drinking Water System Surveys	These surveys record the inspections of water tanks for proper security, proper maintenance, sanitation, and chlorine levels to guarantee	Maintain until data is transferred to the State.	Primary: Public Secondary: Protected	Data is transferred to the State. Records requests must be referred to the State. Approved by GRAMPA 8/23/2012.	HE-143



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			water quality. The survey forms include date, name and address of owner, location of water system, results of inspection, and signature of sanitarian. These are the results of tests of water sources such as wells to ensure the water meets all health standards. Test results include county name, water supply source, the date sample was collected, lab number where tested, individual's name collecting the sample, and the test results. This is work that is contracted by the State.		UCA 63G-2-305(11) (2012)		
Environmental	Water Quality & Hazardous Waste	Emergency Response Hazardous Waste Case Files	These case files document the investigation of hazardous waste incidents including cleanup, processing and proper waste disposal. Case files include complaint date, time, and number; complainant name, address, telephone number, email address; spill location; material spilled; weather conditions/local terrain; time on scene; population area; personnel on scene; volume of spill; anticipated movement of spill; action taken; water bodies or streams involved; name of shipper/manufacturer/ chemical placarding/labeling information; container type; railroad/truck ID number; injury or exposure; samples taken; and signature of registered environmental health specialist. Also, chain of custody forms, environmental clean-up, storage, transport or disposal records of a hazardous waste. Includes MSDS sheets.	Maintain for periodic review; if needed keep Permanently	Primary: Public Secondary: Protected UCA 63G-2-305 (50)	Witness or complainant name, home address, telephone and email. Reference Resource Conservation Recovery Act (RCRA). Approved by GRAMPA 2/28/2013	HE-158
Environmental	Water Quality & Hazardous Waste	Foothill Canyon Overlay Zone Records (FCOZ)	Records include Request for Verification of Compliance (Planning sign-offs), denials, site plans, incomplete files and related documents.	Maintain until Planning & Development Services closes the file	Primary: Public Secondary: Private UCA 63G-2-302(2)(D)(2005) Secondary: Protected UCA 63G-2-305(11) (2012)	Approved by GRAMPA 8/23/2012.	HE-152
Environmental	Water Quality & Hazardous Waste	Hazardous Waste Liability Release Forms	This is a form that individuals' sign upon receiving items from HHW facility stating that they understand the products are used and may not perform according to product label. The forms include their name, phone number, and address.	3 Years	Primary: Public Secondary: Private UCA 63-2-302(2)(d) 2005	Private: Phone number and Address. Approved by GRAMPA 3/16/2006	HE-067
Environmental	Water Quality & Hazardous Waste	Individual Drinking Water Systems	Well drillers reports and logs, water rights certificates, sampling and test results related to the individual drinking water system.	4 years	Primary: Public Secondary: Private UCA 63G-2-302(2)(D)(2005) Secondary: Protected UCA 63G-2-305(11) (2012)	Approved by GRAMPA 8/23/2012.	HE-153
Environmental	Water Quality & Hazardous Waste	Landfill and Related Historic Well Information Records	Records include groundwater monitoring schedules, sampler's name, date samples were taken, well locations, quality control and chain of	Permanent	Primary: Public Secondary: Private UCA 63G-2-	Landfill records governed by Utah Administrative Code R351-302(2) (2007). Approved by GRAMPA 8/23/2012.	HE-144

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Division	Section	Record Title	Description	Retention	Classification	Comments	Schedule #
			custody documents, analytical results, statistical analysis results, comments and signature, and any other information pertaining to operation, maintenance, monitoring, or inspections as may be required by the permit.		302(2)(D)(2005) Secondary: Protected UCA 63G-2-305(11) (2012)		
Environmental	Water Quality & Hazardous Waste	On-Site Sewage Disposal Waste Water System Files	These files document the approval by the department for the construction of onsite sewage waste water systems. These records include the approved plans, as-built drawings, soil expiration and percolation certificates, and variance approvals.	Retain until updated or obsolete. Retain for the life of the onsite waste water system.	Public	Approved by GRAMPA 8/23/2012.	HE-081
Environmental	Water Quality & Hazardous Waste	Pool Lab Samples and Results	These are test results for the inspection of public swimming pools to ensure they comply with the requirements of UCA 26A-1-114.	4 Years	Public	Approved by GRAMPA 8/23/2012.	HE-023
Environmental	Water Quality & Hazardous Waste	Pool Plans & Reviews	Public Swimming pools are required to be developed by an engineer or architect to Health dept. regulations. When equipment is replaced it must function in an existing system that has been approved. The decision is based on original approval. They are submitted as engineered plans with engineer calculations that may be on paper or CD Rom.	Until pool is removed	Public: Plans are Protected under Federal copyright law Title 17; can be reviewed but no copies made.	Approved by GRAMPA 3/16/2006	HE-082
Environmental	Water Quality & Hazardous Waste	Pre-demolition Building Inspection Forms	These are records related to tracking, removal and disposal of asbestos and other hazardous materials and waste by pre-demolition certified individuals.	2 Years	Public	Maintained and updated electronically as a reference.	HE-155
Environmental	Water Quality & Hazardous Waste	Public Drinking Water Systems Files	These files contain fluoridation analysis reports from water systems and sanitary survey records, exemptions, water system reports and analysis and other important documents regarding variances for public water systems. Files for fluoridation are kept separately from these records.	Maintain until administrative need ends	Public	Approved by GRAMPA 3/16/2006	HE-083
Environmental	Water Quality & Hazardous Waste	Subdivision Files / Water Sewer Letters and Applications	These files contain information about subdivisions approved by the Bureau of Water Quality and Hazardous Waste. They include copies of signed "Subdivision Requests for Compliance Review and Comment," water and sewer availability letters, a computer reference cover page, and all correspondences that reference a particular subdivision. Filed by subdivision name.	Permanent	Public	Send 1990 and prior to the County Record Center; keep 1990 to current in the office. Approved by GRAMPA 3/16/2006	HE-084
Environmental	Water Quality & Hazardous Waste	Used Oil Records	These records include used oil inspection forms of Do It Yourself (DIY) collection centers that are overseen by the Department of Environmental Quality (DEQ). A copy of these inspection forms are sent to the DEQ periodically as a condition of contract between the Health Department & DEQ.	2 Years	Public	Approved by GRAMPA 2/28/2013	HE-156

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Division	Section	Record Title	Description	Retention	Classification	Comments	Schedule #
Environmental	Water Quality & Hazardous Waste	Used Tires	These records include applications and financial documents used to determine the amount of reimbursement a business may receive from the State Waste Tire Fund.	4 Years	Public	Maintained and updated electronically. Approved by GRAMPA 2/28/2013	HE-157
Environmental	Water Quality & Hazardous Waste	Water Samples/Results	Includes drinking water records, fluoride sampling records, chain of custody forms. Also includes county name, water supply source, the date the sample was collected, the lab number where tested, the individual name collecting the sample and the test results.	4 Years	Public	UCA 26A-1-114 (2011). Approved by GRAMPA 06/28/2012.	HE-142
Environmental	Water Quality & Hazardous Waste	Water Shed Records	Applications and related documents for requests and approvals of water shed tags for dogs.	15 Years	Primary: Public Secondary: Private UCA 63G-2-302(2)(D)(2005)	Applicant's name, address, telephone and email address. Maintained and updated electronically. Approved by GRAMPA 8/23/2012.	HE-154
Environmental	Water Quality & Hazardous Waste	Water, Sewer, and Water Shed Letters used for Onsite Waste Water Approvals	Water and sewer availability letters from the applicable water system or sewer district, and Salt Lake City water shed letters.	Will be kept for one year from date of system approval.	Public	Env. Health will add the name of the water/sewer provider and the date to the CDP system prior to disposal. Approved by GRAMPA 8/23/2012.	HE-147
Family Health	All Clinics	Immunization CDP (Custom Data Processing) Encounter Forms, Child	These are records of immunizations given & received by each client (incl. FHS service codes, vaccine lot #'s, immunization histories, & demographics).	Maintain until child is 21 years of age.	Exempt (HIPAA) 45 CFR Parts 160, 162 & 164	Approved by GRAMPA 6/15/2006.	HE-011
Family Health	All Clinics	Immunization CDP (Custom Data Processing) Encounter Forms, Adult	These are records of immunizations given & received by each client (incl. FHS service codes, vaccine lot #'s, immunization histories, & demographics).	6 years	Exempt (HIPAA) 45 CFR Parts 160, 162 & 164	Approved by GRAMPA 6/15/2006. Records prior to April 14, 2003 are kept for 4 years.	HE-010
Family Health	All Clinics	WIC (Women, Infant, and Children) Infant's and Children's Participant Files	These are client records tracking child participation with WIC clinical visits, including growth & development, education & food vouchers.	Maintain until child is 9 years old.	Private UCA 63-2-302 (1)(a) 2005	Retention as per administrative rule R406-100-7. Approved by GRAMPA 6/15/2006.	HE-061
Family Health	All Clinics	WIC (Women, Infant, and Children) Program Financial Records	These records document the expenditure of monies for projects funded under the WIC program. These records include receipts, check registers, and a variety of financial reports.	4 years	Public	Retention as per administrative rule R406-100-7. Approved by GRAMPA 6/15/2006.	HE-062
Family Health	All Clinics	WIC (Women, Infant, and Children) Program Operational Records	These records document the operations of local WIC programs. These records include a variety of preliminary reports (monthly, activity, summary reports) and related correspondence.	4 years	Public	Retention as per administrative rule R406-100-7. Approved by GRAMPA 6/15/2006.	HE-063
Family Health	All Clinics	WIC (Women, Infant, and Children) Women Participant Files	These are client records tracking women's participation with WIC clinical visits, incl. prenatal information, and education & food vouchers.	4 years	Private UCA 63-2-302 (1)(a) 2005	Retention as per administrative rule R406-100-7. Approved by GRAMPA 6/15/2006.	HE-064
Family Health	All Clinics	Women's Health - Adult	These are records of clinical services/family planning, cancer screening, incl. education, counseling, physical exams, consent forms, contraception's, lab tests, etc.	6 years	Exempt (HIPAA) 45 CFR Parts 160, 162 & 164	Record Title use to be named Medical Adult. Records prior to April 14, 2003 are kept for 4 years. Approved by GRAMPA 6/15/2006	HE-034
Family Health	All Clinics	Women's Health - Child	These are records of clinical services/family planning, incl. education, counseling, physical exams, consent forms, contraception's, lab tests, etc. to children under 21 yrs of age.	Maintain until child is 21 years of age.	Exempt (HIPAA) 45 CFR Parts 160, 162 & 164	Record Title use to be named Medical Child. Approved by GRAMPA 6/15/2006.	HE-046

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Division	Section	Record Title	Description	Retention	Classification	Comments	Schedule #
Family Health	Child Day Care	In-Home Inspection Reports	These are reports of inspections of in-home child care facilities; incl. home environment & children's demographic information (i.e. name, client id, birth date, address) along with child's immunization records.	3 years	Private UCA 63-2-302(2)(d)	This is an inactive program. Approved by GRAMPA 6/15/2006.	HE-041
Family Health	Child Health Evaluation Care (CHEC)	Screening Records	This is documentation of services to CHEC clients, incl. evaluations, progress & history forms, immunizations, growth charts & Medicaid records.	Maintain until child is 21 years of age.	Private UCA 63-2-302(2)(d)	Approved by GRAMPA 6/15/2006. This is an inactive program	HE-016
Family Health	Child Health Evaluation Care (CHEC)	Target Area Records	This is a report sent electronically from UDOH to notify parents of Medicaid coverage for well care including demographics (i.e. child's name, age, parents name, phone number and Medicaid ID).	3 years	Private UCA 63-2-302(2)(d)	Approved by GRAMPA 6/15/2006.	HE-017
Family Health	Public Health Nursing (PHN)	Early Intervention Program (EIP)	This is demographic information on clients/families receiving EIP services through Jordan School District.	Maintain until child is 21 years of age.	Exempt (HIPAA) 45 CFR Parts 160, 162 & 164	Approved by GRAMPA 6/15/2006. Jordan School District retains record	HE-027
Family Health	Public Health Nursing (PHN)	Family Records, General	These are family records of PHN outreach interventions to general PHN and P-5 cases/referrals.	Maintain until child is 21 years of age.	Exempt (HIPAA) 45 CFR Parts 160, 162 & 164	Approved by GRAMPA 6/15/2006.	HE-035
Family Health	Public Health Nursing (PHN)	Infant Development Program (IDP)	These are family records of PHN outreach interventions to cases/referrals of clients/families with developmental delayed infants.	Maintain until child is 21 years of age.	Exempt (HIPAA) 45 CFR Parts 160, 162 & 164	This is an inactive program. Approved by GRAMPA 6/15/2006.	HE-040
Family Health	Public Health Nursing (PHN)	Medicaid Targeted Case Management (TCM)	These are family records of PHN outreach from interventions to cases/referrals of clients/families through TCM.	Maintain until child is 21 years of age.	Exempt (HIPAA) 45 CFR Parts 160, 162 & 164	Approved by GRAMPA 5/28/09.	HE-090
Family Health	Public Health Nursing (PHN)	Nurse-Family Partnership Child (NFP)	These are family records of PHN outreach from interventions to cases/referrals of clients/families through NFP. These records may include mothers under the age of 18 yrs.	Maintain until child is 21 years of age.	Exempt (HIPAA) 45 CFR Parts 160, 162 & 164	Approved by GRAMPA 5/28/09.	HE-092
Family Health	Public Health Nursing (PHN)	Nurse-Family Partnership Adult (NFP)	These are family records of PHN outreach from interventions to cases/referrals of clients/families through NFP.	6 years after case is closed provided the client is 18 years old	Exempt (HIPAA) 45 CFR Parts 160, 162 & 164	Approved by GRAMPA 5/28/09.	HE-091
Family Health	Public Health Nursing (PHN)	Teens 'n Tots	These are family records of PHN outreach interventions to cases/ referrals of teen program participants.	Maintain until child is 21 years of age.	Exempt (HIPAA) 45 CFR Parts 160, 162 & 164	This is an inactive program. Approved by GRAMPA 6/15/2006.	HE-057
Medical Office	City Health Center - Infectious Disease	Tuberculosis Reactors Testing Records	These are records of TB investigations incl. demographics, interventions, X-ray reports, lab results, prescriptions, & reports.	65 years	Exempt UCA 26-6-27 (1998)	Approved by GRAMPA 4/20/2006	HE-060
Medical Office	City Health Center - Infectious Disease	Tuberculosis Cases	These are records of epidemiology investigations, interventions & communications for active TB cases.	65 years	Exempt UCA 26-6-27 (1998)	Approved by GRAMPA 4/20/2006	HE-059
Medical Office	City Health Center- Infectious Disease	Peri-natal Hepatitis B Client Records	These are records of Epidemiology investigations interventions and communication for Peri-natal Hepatitis B cases.	20 years	Exempt UCA 26-6-27 (1998)	Approved by GRAMPA 4/20/2006	HE-129

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Division	Section	Record Title	Description	Retention	Classification	Comments	Schedule #
Medical Office	City Health Center - Infectious Disease	Client Records	These are records of epidemiology investigations, interventions & communications for general CD cases excluding TB cases.	7 years after case is closed.	Exempt UCA 26-6-27 (1998)	Approved by GRAMPA 4/20/2006	HE-018
Medical Office	City Health Center -STD	Court Order, Adult	These are court-ordered STD test results on adults 21 yrs and older.	6 years	Exempt (HIPAA) 45 CFR Parts 160, 162 & 164	Records prior to April 14, 2003 are kept for 4 years. Approved by GRAMPA 4/20/2006	HE-021
Medical Office	City Health Center -STD	Court Order, Minors	These are court-ordered STD test results on children under 21 yrs of age.	Maintain until child is 21 years of age.	Exempt (HIPAA) 45 CFR Parts 160, 162 & 164	Approved by GRAMPA 4/20/2006	HE-022
Medical Office	City Health Center -STD	HIV Program Files - Adult	These records include Information & correspondence to support program, disease control, data reports, regulations, prevention/control, etc.	6 years	Exempt (HIPAA) 45 CFR Parts 160, 162 & 164	Approved by GRAMPA 4/20/2006 Records prior to April 14, 2003 are kept for 4 years.	HE-039
Medical Office	City Health Center -STD	HIV Program Files - Minors	These records include Information & correspondence to support program, disease control, data reports, regulations, prevention/control, etc.	Maintain until child is 21 years of age.	Exempt (HIPAA) 45 CFR Parts 160, 162 & 164	Records prior to April 14, 2003 are kept for 4 years. Approved by GRAMPA 4/20/2006	HE-008
Medical Office	City Health Center -STD	STD Files - Adult	These are records of clinical services to HIV and STD clients, incl. counseling, lab tests, epidemiology, demographics, etc.	6 years	Exempt (HIPAA) 45 CFR Parts 160, 162 & 164	Records prior to April 14, 2003 are kept for 4 years. Approved by GRAMPA 4/20/2006.	HE-037
Medical Office	City Health Center -STD	STD Files - Minors	These are records of clinical services to HIV and STD clients, incl. counseling, lab tests, epidemiology, demographics, etc.	Maintain until child is 21 years of age.	Exempt (HIPAA) 45 CFR Parts 160, 162 & 164	Approved by GRAMPA 4/20/2006	HE-038
Medical Office	Epidemiology	Communicable Disease Files	These files are kept in order to maintain a concise, accurate, and historical record of reportable communicable diseases and epidemiological investigations. As stated in the Utah Code of Communicable Disease Rules, the reports enable the Department of Health to protect the public health, and prevent and control communicable disease. Includes investigations such as Botulism Alert Summary, Reyes Syndrome Case Investigation Report, Leprosy Surveillance, Outbreak Investigation, Infant Botulism, Pertussis Report, and Weekly Campylobacter Surveillance Report; also includes original incoming and copies of outgoing correspondence related to epidemiological investigations.	7 Years	Exempt: UCA 26-25-2 (2003).	The State Bureau of Epidemiology maintains the record copy of the records permanently. Approved by GRAMPA 8/17/2006	HE-099
Medical Office	Epidemiology	Contagious Disease Registers	These are historical records used to track contagious diseases for select years; this register is no longer maintained. Information includes name and address of person diagnosed with disease, the specific type of disease and the date disease was reported.	Permanent	Exempt: UCA 26-2-22(4)(c) 2001	Public after 75 years. Approved by GRAMPA 8/17/2006	HE-100
Medical Office	Epidemiology	Environmental / Occupational Investigation Case Files	These are records of epidemiological investigations of environmental and occupational public health hazards. They help prevent those hazards, and assist in short and long-term health studies. As stated in the Utah Code of	7 Years	Primary: Public: Health hazard appraisals. Secondary: Private.	The State Bureau of Epidemiology maintains the record copy of these records permanently. Approved by GRAMPA 8/17/2006	HE-104

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Division	Section	Record Title	Description	Retention	Classification	Comments	Schedule #
			Communicable Disease Rules, the Department of Health collects this information in order to promote and protect the public health and to prevent and control disease. Includes epidemiological investigations of individuals and/or groups exposed to environmental health hazards, health risk analyses of human exposures to chemical contaminants, cancer cluster investigations, and adverse reproductive outcomes. Medical records may contain patient name, address, sex, race, age, type of exposure, company where possible exposure occurred.		UCA 63-2-302(1)(b) Patient/case files		
Medical Office	Epidemiology	Hepatitis A Immunization Records	EPI Client Encounter Document - Hepatitis A Immunization Initiative 84104 and 84116 is based on a study done in these zip codes.	Maintain until child is 21 years of age	Private UCA 63-2-302(1)(b)	Approved by GRAMPA 8/17/2006	HE-107
Medical Office	Epidemiology	Hepatitis B-Parental Consent	These are consent forms signed by hospital clients to receive vaccination series Hepatitis B (supplied by SLVHD).	Maintain until child is 21 years of age.	Exempt (HIPAA) 45 CFR Parts 160, 162 & 164	Approved by GRAMPA 8/17/2006	HE-108
Medical Office	Epidemiology	Index to Contagious Diseases	Contagious Disease Index for 1910-1921; 1913-1914; 1917-1918; 1920; 1923-1926; 1928-1930; 1933	Permanent	Exempt UCA 26-2-22	Approved by GRAMPA 8/17/2006	HE-111
Medical Office	Epidemiology	Laboratory Test Results	This record is used to assist in the collection of lab test results for patient medical records and to verify diagnoses. The Utah Department of Health collects this information to protect the public health and control disease.	4 Years	Exempt: UCA 26-25a-101.	Approved by GRAMPA 8/17/2006	HE-114
Medical Office	Epidemiology	Lead Free Kids Laboratory Analysis	Blood Lead Level test results.	Maintain until child is 21 years of age and case file is 7 yrs old.	Private UCA 63-2-302(1)(b)	Approved by GRAMPA 8/17/2006	HE-115
Medical Office	Epidemiology	Lead Free Kids Screening Questionnaire	EPI Client Encounter Document - Test Information and environmental assessment for the Presence of Lead.	Maintain until child is 21 years of age and case file is 7 yrs old.	Private UCA 63-2-302(1)(b)	Approved by GRAMPA 8/17/2006	HE-116
Medical Office	Epidemiology	Meningitis Record	Records were maintained from 1929-1930 and the record documents the name of the meningitis case	Permanent	Public	Approved by GRAMPA 8/17/2006	HE-117
Medical Office	Epidemiology	Minor Contagion Records	Records were maintained for the years 1939; 1940; 1948; 1949. These records contain age, gender, and other personal information.	Permanent	Private UCA 63-2-302(2)(d)	Approved by GRAMPA 8/17/2006	HE-118
Medical Office	Epidemiology	Northwest Salt Lake Communities Health Survey	Community Health Survey of a sample of residents living in twp zip codes (84104 and 84116). This survey was conducted as part of a health needs assessment and the aggregate report is available on the SLVHD web site.	Permanent	Private UCA 63-2-302(2)(d)	Approved by GRAMPA 8/17/2006	HE-124
Medical Office	Medical Assessment Center (MAC)	Employment Health Records	These are records of pre-employment & annual physical exams/screenings to track employee health relating to employment.	65 years	Private UCA 63-2-302(1)(b)	Approved by GRAMPA 6/20/2007. These records must be maintained as long as personnel files; see retention PE-002	HE-033

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Division	Section	Record Title	Description	Retention	Classification	Comments	Schedule #
Medical Office	Medical Assessment Center (MAC)	Immigration Physicals - Adult	These are required physical exams, TB screening and X-Rays for immigration.	1 year	Private	Approved by GRAMPA 11/15/2007.	HE-130
Medical Office	Medical Assessment Center (MAC)	Immigration Physicals - Child	These are required physical exams, TB screening and X-Rays for immigration.	1 year	Private	Approved by GRAMPA 11/15/2007.	HE-131
Medical Office	Medical Assessment Center (MAC)	Travel: CDP Immunization Encounter Forms, Adults	These are records of immunizations given & received by each client (incl. FHS codes, vaccine lot #'s, immunizations histories, demographics, etc.)	6 years	Exempt (HIPAA) 45 CFR Parts 160, 162 & 164	Records prior to April 14, 2003 are kept for 4 years. Approved by GRAMPA 4/20/2006.	HE-058
Medical Office	Medical Assessment Center (MAC)	Travel: CDP Immunization Encounter Forms, Child	These are records of immunizations given & received by each client (incl. FHS service codes, vaccine lot #'s, immunization histories, & demographics).	21 years	Exempt (HIPAA) 45 CFR Parts 160, 162 & 164	Records prior to April 14, 2003 are kept for 4 years. Approved by GRAMPA 4/20/2006.	HE-056
Medical Office	Vital Records	Birth and Death Data Index	The Birth and Death Data Index is used to enter current death certificate information to locate filed certificates. Information includes; name, file number, date of occurrence, and city of occurrence. In addition, Birth Data Index includes father's name and Death Data Index includes, date of birth, state of birth, and funeral home handling disposition.	Maintain until administrative need ends	Exempt: UCA 26-2-22(4)(a)(b) 2001	Approved by GRAMPA 8/17/2006	HE-096
Medical Office	Vital Records	Birth Certificates	Live birth records are completed for all births per State law and Federal law mandates national collection of birth record data to ensure uniform registration of births. Data collected on the birth record include; name, date of birth, time of birth, facility name or address where the birth occurred, birth attendant, names and ages of the parents including the mother's maiden name, parent's place of birth, parent's education level and occupation, address of the mother's residence, date of registration, signature of Local Registrar, and local or state file number. Medical information includes; infant's weight and length, Apgar Score, number of prenatal visits, and the month prenatal care began.	Permanent	Exempt: UCA 26-2-22(4)(a) 2001	Public after 100 years. Approved by GRAMPA 8/17/2006	HE-014
Medical Office	Vital Records	Birth Register	The Birth Register is a book with an index of birth records on file and lists the name on the birth record, father's name, and file number. The index provides information on record location (microfilm or hard copy) and is used to retrieve the record.	Permanent	Exempt: UCA 26-2-22(4)(a) 2001	Approved by GRAMPA 8/17/2006	HE-015
Medical Office	Vital Records	Burial-Transit Permit Application	Permit to allow removal of human remains.	Retain for one year & then destroy	Public	Approved by GRAMPA 8/17/2006	HE-019
Medical Office	Vital Records	Daily Financial Records, Certified Birth & Death Certificate Application	These records may include daily financial records, application form to request certified copy of birth and death certificates.	4 year	Primary: Private UCA 63G-2-302(2)(b) Secondary: Public Exempt: UCA 26-2-22(4)(a) 2001	Private: Deposit reports listing applicants name requesting birth and death certificates and credit card numbers.  Public: Daily Cash balance form and bank deposit slips.	HE-097

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Division	Section	Record Title	Description	Retention	Classification	Comments	Schedule #
						Exempt: Completed birth and death certificate applications.  Approved by GRAMPA 2/28/2013	
Medical Office	Vital Records	Death Certificates	Death certificates are used to document deaths, cause of death, and where death occurred. Certificates are used by the deceased family as evidence of death. These records are used by state and federal agencies to track mortality. Information collected include; name of deceased, gender, race, ethnicity, education, occupation and type of work, residence at time of death, cause of death, tobacco use and assessment if tobacco use contributed to death, manner of death, if female pregnancy within one year of death, autopsy completed, date of death, time of death, place of death (facility or street address), date of disposition of the body, place of disposition, funeral director's signature, name and address of funeral home, name of physician, signature of physician, birth date, birth place, social security number, military service, marital status, and surviving spouse's name.	Permanent	Exempt: UCA 26-2-22(4)(b) 2001	Public after 50 years. Approved by GRAMPA 8/17/2006	HE-101
Medical Office	Vital Records	Father's Paternity Acknowledgement	Acknowledgement of Paternity Used When Father is not Married to the Child's Mother	Permanent	Private UCA 63-2-302(2)(d)	Approved by GRAMPA 8/17/2006	HE-105
Medical Office	Vital Records	Monthly Cemetery Death Report	List of Interments in the State Submitted to the Local Health Department as required by State Statute Reports are aggregate.	Retain for one year & then destroy	Public	Approved by GRAMPA 8/17/2006	HE-119
Medical Office	Vital Records	Monthly Funeral Director's Death Report	Record of all Casket/Non-Casket funerals to ensure that all death certificates are filed. Reports are aggregate.	Retain for one year & then destroy	Public	Approved by GRAMPA 8/17/2006	HE-120
Medical Office	Vital Records	Monthly Hospital Death Report	Monthly report of deaths, fetal deaths, or abortions to ensure that all certificates are received. Reports are aggregate.	Retain for one year & then destroy	Public	Approved by GRAMPA 8/17/2006	HE-122
Medical Office	Vital Records	Monthly Nursing Home Death Report	Report of deaths to ensure that all death certificates are received. Reports are aggregate.	Retain for one year & then destroy	Public	Approved by GRAMPA 8/17/2006	HE-123
Medical Office	Vital Records	Vital Statistical Reports	These are vital statistical reports for the following years: 1893-1901; 1903-1910; 1912-1928; 1931; 1933 These are numeric reports on births & deaths.	Permanent	Private UCA 63-2-302(2)(d)	Approved by GRAMPA 8/17/2006	HE-126
Medical Office	Vital Records	Vital Statistics Amendment Affidavit	Form Used to Amend Birth, Death, or Fetal Death Certificate. This is submitted by a physician or others to update certificates.	Permanent	Exempt UCA 26-2-22	Approved by GRAMPA 8/17/2006	HE-128