

COUNTY OF AMADOR - RECORDS MANAGEMENT
RECORDS RETENTION SCHEDULE (RM3)

Department	Health and Human Services Agency	Schedule Number (1)	04	Date	11/30/07
Division	Public Health	Page	1 of 5	Pages	
Address	10877 Conductor Blvd. Sutter Creek, CA 95685	Records Management Approval Number (2) 4000-2007-04 BOS Approved: 12/18/07			

ITEM NUMBER	TITLE AND DESCRIPTION OF RECORDS	Media	Vital	Archive	RETENTION			REMARKS
					OFFICE	RC	TOTAL	
(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
	Note: Destruction of duplicate copies is authorized pursuant to Government Code Section 26201. Pursuant to Government Code Section 26202, some records more than two years old may be destroyed. Retention periods shall be extended when necessary to comply with audits, civil and criminal action, and any other matter requiring the continued retention of the records. County records, both originals and copies, are COUNTY PROPERTY and are required to be kept in the appropriate offices and files. They may not be removed therefrom except for inter-office work or otherwise as necessary in the ordinary course of conducting County business. Employees may not take County records home or to some location other than their offices except as required in the ordinary course of conducting County business. Based on current recycling policies, records not deemed confidential by the Agency possessing the records will be recycled unless otherwise noted. This retention schedule supersedes all previously approved retention schedules.							"CARRS" = Countywide Administrative Records Retention Schedule "CCR" = California Code of Regulations "CDHS" = California Department of Health Services "LLA" = Local Lead Agency

COUNTY OF AMADOR - RECORDS MANAGEMENT
RECORDS RETENTION SCHEDULE (RM3)

Department	Health and Human Services Agency	Schedule Number (1)	04	Date	11/30/07
Division	Public Health	Page	2 of 5	Pages	
Address	10877 Conductor Blvd. Sutter Creek, CA 95685	Records Management Approval Number (2) 4000-2007-04 BOS Approved: 12/18/07			

ITEM NUMBER (3)	TITLE AND DESCRIPTION OF RECORDS (4)	M e d i a (5)	V i t a l (6)	A r c h i v e (7)	RETENTION			REMARKS (11)
					OFFICE (8)	RC (9)	TOTAL (10)	
CW002	ACCOUNTS RECEIVABLE & CASH RECEIPTS:***** May include: deposit permits, cash receipts, billing for services provided by Public Health.	P			Retain CFY + 2 years	3 years	Destroy 5 years after close of FY	Pursuant to 17CCR1469(11), records shall be retained for 4 years following agreement expiration. Confidential Records. Destroy by shredding.
CW003	ACCOUNTS PAYABLE:***** May include: Records related to the procurement of and payment for goods and services. Includes: purchasing records, purchase orders, claims, invoices, petty cash records, travel expense.	P			Retain for 2 yrs after the close of FY	3 years	Destroy 5 years after close of FY	Pursuant to 17CCR1469(11), records shall be retained for 4 years following agreement expiration. Confidential Records. Destroy by shredding.
01	MEDICAL RECORDS***** May Include: Family Planning patient records, STD patient records, field nursing charts, Perinatal Guidance Care Records, CHEC client charts, Well Baby Check records, "Misc." patient files.	P			5 years	2 years	7 years	Pursuant to 22CCR75055(a), records shall be retained for 7 years following treatment. Confidential Records. Destroy by shredding.
02	CHILDREN'S IMMUNIZATION RECORDS***** May Include: Children's immunization records, school immunization clinics and other special immunization clinic records, State reports and supporting documentation.	P			Retain CY + 2 years	20 years	22 years following year of immunization	Pursuant to 22CCR75055(a), records shall be retained for 7 years following treatment. Division Preference - to satisfy college application requirements. Confidential Records. Destroy by shredding.

COUNTY OF AMADOR - RECORDS MANAGEMENT
RECORDS RETENTION SCHEDULE (RM3)

Department	Health and Human Services Agency	Schedule Number (1)	04	Date	11/30/07
Division	Public Health	Page	3	of	5
Address	10877 Conductor Blvd. Sutter Creek, CA 95685	Records Management Approval Number (2)	4000-2007-04 BOS Approved: 12/18/07		

ITEM NUMBER (3)	TITLE AND DESCRIPTION OF RECORDS (4)	M e d i a (5)	V i t a l (6)	A r c h i v e (7)	RETENTION			REMARKS (11)
					OFFICE (8)	RC (9)	TOTAL (10)	
03	ADULT IMMUNIZATION RECORDS***** May Include: Adult immunization records such as negative TB tests, Flu Clinics, adult vaccinations, State reports and supporting documentation.	P			Retain CY + 2 years	5 years	7 years	Pursuant to 22CCR75055(a), records shall be retained for 7 years following treatment. Confidential Records. Destroy by shredding.
04	AMADOR/CALAVERAS SAFE KIDS COALITION RECORDS***** May include: Child passenger carseat check checklists, grants, grant reports and documentation, child passenger safety training documentation, fiscal records.	P			Retain for a minimum of 6 years		Retain for a minimum of 6 years	Due to the potential of some grant records being included in the record series, records shall be retained in accordance with CARRS CW014. Confidential Records. Destroy by shredding.
05	CONFIDENTIAL MORBIDITY REPORTS (CMRs)*****	P			5 years	2 years	7 years	Pursuant to 22CCR75055(a), records shall be retained for 7 years following treatment. Confidential Records. Destroy by shredding.
06	POSITIVE TB TEST CHARTS *****	P			75 years		75 years	Pursuant to 22CCR75055(a), records shall be retained for 7 years following treatment. Division Preference - retain for lifetime of patient. Confidential Records. Destroy by shredding.

COUNTY OF AMADOR - RECORDS MANAGEMENT
RECORDS RETENTION SCHEDULE (RM3)

Department	Health and Human Services Agency	Schedule Number (1)	04	Date	11/30/07
Division	Public Health	Page	4 of 5 Pages		
Address	10877 Conductor Blvd. Sutter Creek, CA 95685	Records Management Approval Number (2) 4000-2007-04 BOS Approved: 12/18/07			

ITEM NUMBER (3)	TITLE AND DESCRIPTION OF RECORDS (4)	M e d i a (5)	V i t a l (6)	A r c h i v e (7)	RETENTION			REMARKS (11)
					OFFICE (8)	RC (9)	TOTAL (10)	
07	TARGETED CASE MANAGEMENT (TCM) ENCOUNTER LOGS *****	P			CY + 4 years		4 years following agreement expiration	Pursuant to 17CCR1469(11), records shall be retained for 4 years following agreement expiration. Confidential Records. Destroy by shredding.
08	PUBLIC HEALTH PROGRAM RECORDS***** May include: MCH, CHDP (including PM160s), CCS, CAPIT, Baby Welcome Wagon, WIC, and HIV Program administrative records including budgets, plans, and State invoicing with substantiating documentation, and time studies.	P			CFY + 1 year	3 years	4 years following agreement expiration	Pursuant to 17CCR1469(11), records shall be retained for 4 years following agreement expiration. Confidential Records. Destroy by shredding.
09	MEDICAL INSURANCE BILLING RECORDS***** May include: Medi-Cal, Family PACT, and Medicare billing records	P			CY + 1 year	5 years	7 years	Pursuant to 22CCR75055(a), records shall be retained for 7 years following treatment. Confidential Records. Destroy by shredding.
10	CASE RECORDS (CCS ONLY)***** May include: Medical, financial, medical therapy, applications.	P			CY	7	CY + 7 years	Pursuant to 22CCR75055(a), records shall be retained for 7 years following treatment. Confidential Records. Destroy by shredding.
11	EMS PHYSICIAN FUND CLAIMS***** May include: patient medical records, billing history, and itemized hospital bills	P			Until Agreement Expiration	4 years	4 years following agreement expiration	Pursuant to 17CCR1469(11), records shall be retained for 4 years following agreement expiration. Confidential Records. Destroy by shredding.

COUNTY OF AMADOR - RECORDS MANAGEMENT
RECORDS RETENTION SCHEDULE (RM3)

Department	Health and Human Services Agency	Schedule Number (1)	04	Date	11/30/07
Division	Public Health	Page	5	of	5
Address	10877 Conductor Blvd. Sutter Creek, CA 95685	Records Management Approval Number (2)	4000-2007-04 BOS Approved: 12/18/07		

ITEM NUMBER (3)	TITLE AND DESCRIPTION OF RECORDS (4)	Media (5)	Vital (6)	Archive (7)	RETENTION			REMARKS (11)
					OFFICE (8)	RC (9)	TOTAL (10)	
12	AUDIT FILES (AIDS)***** May include: Coalition minutes, newsletters, and progress report tracking measures.	P			Program terminated	3 years	6 years	Pursuant to CDHS contract Exhibit A(F), Section 7. Examination of Accounts, Audits, and Records, Paragraph c. Confidential records. Destroy by shredding.
13	HIV PROGRAM AND FISCAL FILES***** May include: Education & Prevention Programs, Testing and Counseling Program, Surveillance Program records including scope of work documents, cost reports, claims, trust fund reports, GSA charges, phone charges, deposit receipts, travel requests, purchase orders, and requisitions.	P			Active + 2 years	3 years	6 years	Pursuant to CDHS contract Exhibit A(F), Section 7. Examination of Accounts, Audits, and Records, Paragraph c. Confidential records. Destroy by shredding.
14	AUDIT FILES (TRAC)***** May include: Coalition minutes, newsletters, and progress report tracking measures.	P			Program terminated	3 years	6 years	Pursuant to CDHS, Tobacco Control Section, LLA Administrative & Policy Manual, Section III. Administrative & Program Requirements, Paragraph 5 & 6. Confidential records. Destroy by shredding.
15	TRAC PROGRAM AND FISCAL FILES***** May include: contracts, cost reports, claims, trust fund reports, GSA charges, phone charges, deposit receipts, travel requests, purchase orders, requisitions, client files, statistics, events, items submitted to State Tobacco Control Section.	P			Active + 2 years	3 years	6 years	Pursuant to CDHS, Tobacco Control Section, LLA Administrative & Policy Manual, Section III. Administrative & Program Requirements, Paragraph 5 & 6. Confidential records. Destroy by shredding.