



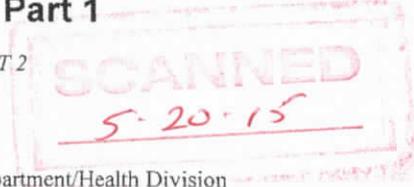
Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, OH 43211-2474

APR 21 2015

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2) – Part 1

See instructions before completing this form. Must be submitted with PART 2



Section A: Local Government Unit

City of Hamilton

Community Development Department/Health Division

(local government entity)		(unit)	
<i>Kay B. Farrar</i>	Kay Farrar	Health Commissioner	4-7-15
(signature of responsible official)	(name)	(title)	(date)

Section B: Records Commission

City of Hamilton Records Commission (513) 785-7168
 (telephone number)

345 High Street, Suite 730 Hamilton 45011 Butler
 (address) (city) (zip code) (county)

To have this form returned to the Records Commission electronically, include an email address: biglerp@ci.hamilton.oh.us

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

<i>Patricia R. Byler</i>	4/21/15
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

<i>[Signature]</i>	Government Records Archivist	4/22/2015
Signature	Title	Date

Section D: Auditor of State

<i>Martin E. Mub</i>	Records Mgr	5-14-15
Signature	Title	Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form

Section E: RECORDS RETENTION SCHEDULE (RC-2)*See instructions before completing this form.***City of Hamilton****Community Development Department/Health Division**

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
HEALTH NURSING					
HEALTH NURSING 15-001	Nursing Dailies	5 years after termination of patient contact	Paper or Electronic		<input type="checkbox"/>
HEALTH NURSING 15-002	Nursing Clinic and quarterly reports	5 years after termination of patient contact Permanent	Paper Electronic		<input type="checkbox"/>
HEALTH NURSING 15-003	Communicable Disease Records	Permanent	Paper or Electronic		<input type="checkbox"/>
HEALTH NURSING 15-004	Flu rosters and forms	10 years after last entry	Paper or Electronic		<input type="checkbox"/>
HEALTH NURSING 15-005	Medicare and Medicaid Billing	5 years after last contact	Paper or Electronic		<input type="checkbox"/>
HEALTH NURSING 15-006	Children's Medical Records	18 years old and 7 years from discharge	Paper or Electronic		<input type="checkbox"/>
HEALTH NURSING 15-007	Adult Home Health Records Reports	7 years after	Paper or Electronic		<input type="checkbox"/>

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HEALTH NURSING					
HEALTH NURSING 15-008	Adult Medical Records (Public Health Nursing)	7 years after last contact	Paper or Electronic		<input type="checkbox"/>
HEALTH NURSING 15-009	Chronic Disease Records	1 Year after final disposition of case	Paper or Electronic		<input type="checkbox"/>
HEALTH NURSING 15-010	Immunization Consent Forms	10 years	Paper or Electronic		<input type="checkbox"/>
HEALTH NURSING 15-011	Positive STD Lab Reports (non HIV/Syphilis)	5 years after last contact	Paper or Electronic		<input type="checkbox"/>
HEALTH NURSING 15-012	Negative TB Test Records	3 years	Paper or Electronic		<input type="checkbox"/>
HEALTH NURSING 15-013	Immunization Cards	30 Years after date of last entry	Paper or Electronic		<input type="checkbox"/>
HEALTH NURSING 15-014	Tuberculin Test Records	Positive test results permanent; negative test results 3 years	Paper or Electronic		<input type="checkbox"/>

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HEALTH NURSING					
HEALTH NURSING 15-015	Children's Health Records – records for well child clinic including BCMH	18 years old and 7 years after last contact	Paper or Electronic		<input type="checkbox"/>
HEALTH NURSING & ENVIRONMENTAL					
HEALTH NURSING & ENV 15-016	Laboratory Reports	5 years	Paper or Electronic		
HEALTH ENVIRONMENTAL					
HEALTH ENV 15-017	Inspection Records Examples: <ul style="list-style-type: none"> • Scrap tire facility • tattoo parlors • tanning salons • manufactured home park 	5 years after date of inspection provided all violations are corrected	Paper or Electronic		<input type="checkbox"/>
HEALTH ENV 15-018	Swimming pool inspection records	5 years after date of inspection, provided all violation found have been corrected	Paper or Electronic		<input type="checkbox"/>
HEALTH ENV 15-019	Animal Bite Reports	3 years after date of bite	Paper or Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

City of Hamilton

Community Development Department/Health Division

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-2 Required by LGRP
HEALTH ENVIRONMENTAL					
HEALTH ENV 15-020	Food Service Operation Inspection Record	5 years after date of inspection provided all violations are corrected	Paper or Electronic		
HEALTH ENV 15-021	Food Service and Establishment Records	5 Years provided audited	Paper or Electronic		
HEALTH ENV 15-022	Swimming Pool Operation Reports	1 Year	Paper or Electronic		
HEALTH ENV 15-023	Food Service Permit Records	5 Years after vendor permit holder ceases operation, provided audited	Paper or Electronic		
HEALTH ENV 15-024	Applications for licenses & permits, all types	6 months after audit	Paper or Electronic		<input type="checkbox"/>

*Audited records of the voters
characterized by the records
have been audited by the
Auditor of State and the
audit report has been
referred pursuant to
Sec. 117.20 O.R.C.*

Section E: RECORDS RETENTION SCHEDULE (RC-2)*See instructions before completing this form.***City of Hamilton****Community Development Department/Health Division**

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
HEALTH ENVIRONMENTAL					
HEALTH ENV 15-025	Food Service Permit Records	5 Years after permit holder ceases operation, provided audited	Paper or Electronic		<input type="checkbox"/>
HEALTH ENV 15-026	Daily Activity Logs and Report Forms, Sanitarians	5 Years	Paper or Electronic		<input type="checkbox"/>
HEALTH ENV 15-027	Food Establishment Inspection Forms	5 years after inspection provided all violations are corrected	Paper or Electronic		<input type="checkbox"/>
HEALTH ENV 15-028	Food Service Operation Inspection Record	5 years after date of inspection provided all violations are corrected	Paper or Electronic		
HEALTH ENV 15-029	Sewage Disposal Inspection Records and Sewage & Private Water System Inspections	5 years after date of inspection provided all violations are corrected	Paper or Electronic		
HEALTH ENV 15-030	Nuisance Investigation Reports	5 Years	Paper or Electronic		

As of 11/20/2013, the records
 were maintained by the records
 department and the
 records have been
 transferred to
 the City of Hamilton
 11/20/2013 O.R.C.

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HEALTH ENVIRONMENTAL					
HEALTH ENV 15-031	Sewage System Records	5 Years after sewage disposal system ceases operation	Paper or Electronic		
HEALTH ENV 15-032	Trailer Court Inspection Records	5 Years after date of inspections, provided all violations have been corrected	Paper or Electronic		<input type="checkbox"/>
HEALTH ENV 15-033	Nuisance Investigation Summary Records	5 Years after situation is corrected	Paper or Electronic		<input type="checkbox"/>
HEALTH ENV 15-034	Solid Waste Site Record	10 Years after site ceases operation	Paper or Electronic		<input type="checkbox"/>
HEALTH ENV 15-035	Swimming Pool Sanitation Records	5 Years after pool ceases operation	Paper or Electronic		<input type="checkbox"/>
HEALTH ENV 15-036	School Inspection Records	5 Years after date of inspection, provided all violations have been corrected	Paper or Electronic		<input type="checkbox"/>

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City of Hamilton

Community Development Department/Health Division

HEALTH ADMIN					
HEALTH ADM 15-037	Board of Health Minutes	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
HEALTH ADM 15-038	Cash Receipts	3 years	Paper or Electronic		<input type="checkbox"/>
HEALTH ADM 15-039	Agreements and Contracts	15 years after expiration	Paper or Electronic		<input type="checkbox"/>
HEALTH ADM 15-040	Certified and POM Mail Log Sheets	2 years	Paper or Electronic		<input type="checkbox"/>
HEALTH ADM 15-041	Minutes – Audio and Video Recording	1 Year provided information is substantially transcribed to hard copy	Electronic		<input type="checkbox"/>
HEALTH ADM 15-042	Annual Budget Reports to the Ohio Department of Health	5 Years	Paper or Electronic		<input type="checkbox"/>
HEALTH ADM 15-043	Application for State Subsidy	3 years after end of fiscal year, provided audit	Paper or Electronic		<input type="checkbox"/>

Audited means: the YEARS encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.23 O.R.C.

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City of Hamilton

Community Development Department/Health Division

HEALTH ADM					
HEALTH ADM 15-044	Health Services Reports and Annual Reports to the Board of Health & Ohio Department of Health	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
HEALTH VITAL STATISTICS					
HEALTH VS 15-045	Certifications	5 years	Paper or Electronic		<input type="checkbox"/>
HEALTH VS 15-046	Birth Certificates, Affidavits (Birth) and Stillbirth Certificates	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
HEALTH VS 15-047	Birth Certificate and Death Certificate Applications	3 Years	Paper or Electronic		<input type="checkbox"/>
HEALTH VS 15-048	Burial Transit Permits	5 Years	Paper or Electronic		<input type="checkbox"/>
HEALTH ALL					
HEALTH 15-049	Transient Letters/Memos Including post it notes, text messages, phone messages, voice mail and other records which served to convey information of temporary importance	Destroy when no longer of Admin. Value	Paper or Electronic		<input type="checkbox"/>