

Municipal Records Retention Schedule M12

HEALTH DEPARTMENTS/DISTRICTS/CLINICS RECORDS

Item Number	Record Series Title	Minimum Retention Required	Disposition
M12-005	Chronic and convalescent nursing homes, rest homes with nursing supervision	10 years following death or discharge	destroy ¹
	Communicable diseases—All unless filed with medical record (inpatient)		
M12-010	a. Laboratory examination report	10 years	destroy ¹
M12-015	b. Serological/bacteriologic exam	10 years	destroy ¹
M12-025	EEG and ECG tracings (Public Health Code Sec. 19a-14-42a)	7 years	destroy ¹
(M12-115, M12-120)	a. Reports of	must be kept with the medical record	destroy ¹
	Environmental Health		
M12-035	a. Complaint/Investigation reports	5 years	destroy ¹
M12-040	b. Inspection reports and files, routine	5 years	destroy ¹
M12-045	c. Lead violations/inspections/reports/screenings	Permanent	maintain in municipality
M12-050	d. Subsurface sewage disposal systems (includes well information, soil types, permit application, inspection reports, site plans)	Permanent	maintain in municipality
M12-055	e. Violation, Notice of - Director of Health, citations issued (CGS Section 19a-206)	5 years	destroy ¹
M12-065	Health Fair Screenings and related records	3 years	destroy ¹

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Item Number	Record Series Title	Minimum Retention	Disposition
M12-070	HIV/Aids Program —negative test results (Federal form 0920-0208 or HIV Counseling and Testing Report Form)	1 year	destroy ¹
	Immunization records—All		
M12-075	a. Hemophilus influenza	10 years from end of year immunization was given	destroy ¹
M12-080	b. Influenza	Current plus 2 years ²	destroy ¹
M12-085	c. Measles/mumps/rubella	10 years from end of year immunization was given	destroy ¹
M12-090	d. Polio	10 years from end of year immunization was given	destroy ¹
M12-095	e. Smallpox	10 years from end of year immunization was given	destroy ¹
M12-100	f. Tetanus/diphtheria/pertussis	10 years from end of year immunization was given	destroy ¹
M12-105	g. Typhoid/yellow fever/hepatitis	10 years from end of year immunization was given	destroy ¹
	Medical records³		
M12-115	a. Outpatient freestanding medical/dental clinic (Public Health Code Sec. 19-13-D49)	10 years after discharge of patient ⁴	destroy ¹
M12-120	b. Employee Health Records, including Hepatitis B vaccination (does not include Workers' Compensation records ⁶ or health insurance claim records maintained separately from employer's Medical program)	Duration of employment, plus 30 years ⁵	destroy ¹
M12-125	c. Home Health Care Agency i.e. Visiting Nurse Associations	7 years from date of last service to patient (Public Health Code Section 19-13-D75)	destroy ¹
M12-130	Pathology slides (Public Health Code Sec. 19a-14-42a)	7 years	destroy ¹

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Item Number	Record Series Title	Minimum Retention Required	Disposition
	Permits/Licenses		
(M12-050)	a. To construct a well (includes lab data report); Septic Systems (new or repair)	Permanent	maintain in municipality
(M7-050)	b. All other	1 year after expiration of permit	destroy ¹
M12-140	PKU reports of positive (abnormal) results/Lab Reports (Public Health Code Sec. 19a-14-42b)	10 years ⁷	destroy ¹
(M8-245-370)	Student Health Records	refer to M8, Part E	
M12-150	WIC records (Women, Infant, Children)	3 years or until audited, whichever comes later	destroy ¹
M12-160	X-ray films —(Public Health Code Sec. 19a-14-42c)	3 years	destroy ¹
M12-165	a. Reports of	retain with or record in the medical record	destroy ¹

¹ Municipalities may destroy records only after receiving the signed approval form (RC-075, rev. 2/2005) from the Office of the Public Records Administrator. Retention periods established on this schedule are *minimum retention requirements*. Records may be retained for longer periods of time.

² If record is maintained as a part of an individual health record, refer to M12-115.

³ Deceased providers or closed facilities - when provider services cease due to the death of the provider, or a facility closes, arrangements must be made for the medical records to be retained for the periods managed herein; or patients shall be contacted to see if records can be forwarded to another provider/facility.

⁴ Although the Public Health Code Section 19-13-D49 specifies a 5 year retention period, the Public Records Administrator requires a minimum retention period of 10 years to conform with the minimum retention requirements of other related medical/clinical records in the schedule.

⁵ See 29 C.F.R (Code of Federal Regulations) §1910.1020(d)(1)(i).

⁶ For retention of Workers' Compensation Records, see Schedule M2-325, Personnel Records.

⁷ Although the Public Health Code Section 19a-14-42b specifies a 5 year retention period, the Public Records Administrator requires a minimum retention period of 10 years to conform with the minimum retention requirements of other related medical/clinical records in the schedule.