

ORDINANCE NO. 600.121

**ORDINANCE AMENDING IOWA COUNTY RECORD
RETENTION ORDINANCE**

WHEREAS, it is necessary to incorporate the Iowa County Health Department in the Iowa County Record Retention Ordinance;

WHEREAS, it is also necessary to amend said ordinance for the purpose of addressing the retention of case records and other record material of all public assistance that are kept as required under Chapter 49;

NOW, THEREFORE, BE IT ORDAINED, by the Iowa County Board of Supervisors that the Record Retention Ordinance is hereby amended by adding there to a new section to read as follows:

| RECORDS RETENTION SCHEDULE | | |
|---|---|------------------|
| A. Administrative Records | <u>Retention</u> | <u>Authority</u> |
| 1. Mission Statement, Philosophy, purpose | Seven Years | s. 19.21 |
| 2. Agency goals, objectives short and long term strategic plans | Seven Years | s. 19.21 |
| 3. Agency program evaluation | Seven Years | s. 19.21 |
| 4. Job descriptions, other personnel records | Seven Years | s. 19.21 |
| 5. Incident/Injury Reports | Seven Years, One year after settlement | s. 19.21 |
| 6. Inventories: Facility and equipment | Seven Years | s. 19.21 |
| 7. Program policies, procedures | Seven Years | s. 19.21 |
| 8. Daily activity reports. | Seven Years | s. 19.21 |
| 9. Fiscal records, accounting, billing, budget | Seven Years | s. 19.21 |
| 10. Taped meeting minutes | 90 Days after approval & Publication | s. 19.21 |
| 11. Grants | Seven Years or unless otherwise specified | s. 19.21 |
| 12. Inventory on non-expendable personal property | Seven Years after disposal of property | s. 19.21 |
| 13. Meeting agendas/minutes | Seven Years | s. 19.21 |
| 14. Annual reports | Permanent | s. 19.21 |
| 15. General correspondence | Seven Years | s. 19.21 |
| 16. W.I.C. | Three full fiscal years plus 150 days | 7 CFR 246.25 |

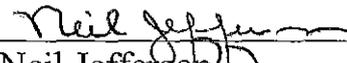
| B. CLIENT/FAMILY CARE RECORDS | | |
|--------------------------------------|------------------------|------------------|
| | <u>Retention</u> | <u>Authority</u> |
| 1. Birth Certificate Information | Not longer than 1 year | s. 69.20(3)(c) |
| 2. Client Record/Patient Care Record | Seven Years | s. 19.21 |
| 3. Family Care Record | Seven Years | s. 19.21 |
| 4. Health Check/Well Child | Seven Years | s. 19.21 |
| 5. Short Term Record | Seven Years | s. 19.21 |
| 6. Care Coordination | Seven Years | s. 19.21 |

| C. COMMUNICABLE DISEASE RECORDS | | |
|--|---------------------------------|--|
| | <u>Retention</u> | <u>Authority</u> |
| 1. Immunization Record | Seven Years | s. 19.21 |
| 2. Signature of person to receive vaccine or person authorized to make request for immunization | Ten Years | Correspondence from William Foege, MD, September 1, 1982 |
| 3. Immunization Administration Record | Permanent | National Childhood Injury Act of 1986, Section 2125 PHS Act at 42 U.S.C. s.300aa-25 (Supp. 1987) |
| 4. Communicable Disease Reports (4151)- Local Copy (Original to State Epidemiologist) | Seven Years | |
| 5. STD Report (4343) - Local copy (Original to State Epidemiologist) | Seven Years | |
| 6. Communicable Disease Outbreak Records [DOH 4142 (Rev. 8/86) and its complete DOH 9081] (Original to State Epidemiologist) | Until Investigation is Complete | |

2. Effective Date: The herein ordinance shall take effect upon adoption and posting.

Adopted this _____ day of _____, 2001.

STATE OF WISCONSIN }
COUNTY, IOWA } I. Gregory T. Klusendorf
do hereby certify that
the above is a true and correct copy of the original
now on file in the office of the County Clerk and that it was
adopted by the Iowa County Board of Supervisors
on this date.


Neil Jefferson
Iowa County Chairman

Date 4-17-01
(Seal) 
County Clerk