

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:

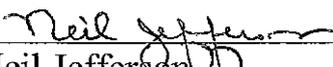
RECORDS RETENTION SCHEDULE		
A. Administrative Records	Retention	Authority
1. Mission Statement, Philosophy, purpose	Seven Years	s. 19.21
2. Agency goals, objectives short and long term strategic plans	Seven Years	s. 19.21
3. Agency program evaluation	Seven Years	s. 19.21
4. Job descriptions, other personnel 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 is 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 17th day of April, 2001.



 Neil Jefferson
 Iowa County Chairman