



Public Health Departments and Districts Records Retention Schedule Version 4.0

REVISION GUIDE

SUMMARY OF CHANGES

- **Reorganization** of entire retention schedule.
- **Consolidation** of entire schedule including elimination of redundant or unnecessary record series.
- **Addition** of series descriptions where previously absent.
- **Addition** of retention cutoffs where previously absent from retention and disposition actions.
- **Addition** of several new record series to cover Public Health activities which were not previously covered. These include:
 - ✓ Multiple records series relating to the Health Information Portability and Accountability Act (*HIPAA*);
 - ✓ Records series covering different types of medical records with unique retention requirements not previously covered in Version 3.0;
 - ✓ Several series relating to laboratory operations and management;
 - ✓ Series relating to client billing;
 - ✓ Records series covering pharmacy administration and drug accountability activities.
- **Reformatting** of entire schedule has as follows:
 - ✓ Column for “Secondary Record Copies” has been removed. These records are now covered by **Secondary (Duplicate) Copies** (GS50-02-04).
 - ✓ Column for “Remarks” has been removed.
 - ✓ Column entitled “Designation” classifies each records series using the following schemata:

1. ARCHIVAL (Permanent Retention); or,	1. Essential; or,	1. Official Public Record (OPR); or,
2. ARCHIVAL (Appraisal Required); or,	2. Non-Essential.	2. Office Files and Memoranda (OFM).
3. NON-ARCHIVAL.		
- **Reformatting** of Disposition Authority Numbers. Newly assigned numbers will adhere to the following format, “HE2010-001”, which is comprised of three parts:



1. Retention schedule prefix (HE for Public Health, GS for CORE and LGRRS, etc.)
2. Year (2010)
3. Sequential three-digit number (001, 002, 003, etc.)

- ✓ Revision numbers have been added. All DANs for records series which did not change from *Public Health Departments and Districts Records Retention Schedule Version 3.0* – and all new series – have been assigned a revision number of “0”. Records series which have been altered in any way (name, description, retention, etc.) have been assigned a revision number of “1”.

- **Changes** to records series in the *Public Health Departments and Districts Records Retention Schedule* are detailed in the following table.



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<i>Public Health Version 3.0</i>				<i>New (Version 4.0) Disposition Authority Information</i>				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Administrative Business office	HE55-01A-02 p. 5	Annual Reports	6 years unless specified by a contract or agreement for a longer retention. Potential archival value.	CORE: Agency Management: Boards, Councils and Committees	GS50-05A-04 Rev. 0 p. 10	Annual Reports Adopted	Permanent as adopted – 1 copy archival.	These records are covered by the Common Records Retention Schedule (CORE).
Administrative Business office	HE55-01A-05 p. 5	Daily Reports/ Statistical Sheets	6 years.	CORE: Agency Management: Administration (General)	GS50-01-32 Rev. 0 p. 8	Research/Program Reports, Studies, Surveys, Models, and Analyses	Destroy when obsolete or superseded - Potential archival value.	These records are covered by the Common Records Retention Schedule (CORE).
Administrative Business office	HE55-01A-07 p. 5	Emergency Prescription Fund	6 years.	CORE: Financial Management: Accounting	GS50-03A-13 Rev. 0 p. 82	Fund Accounts Supporting Documents and Reports	3 years.	These records are covered by the Common Records Retention Schedule (CORE).



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Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Administrative Business office	HE55-01A-08 p. 6	<i>Fee Schedules</i>	Destroy when obsolete or superseded.	CORE: Agency Management: Policies and Procedures	GS50-01-24 Rev. 0 p. 27	<i>Official Agency Policy and Procedure, Directives, Regulations, and Rules</i>	Adoption – Permanent.	These records are covered by the Common Records Retention Schedule (CORE).
Administrative Business office	HE55-01A-09 p. 6	<i>Health Education Program Records</i>	3 years.					These records will be covered by CORE in the next revision of its Community Relations activity.
Administrative Business office	HE55-01A-11 p. 6	<i>Monthly Reports</i>	6 years.	CORE: Agency Management: Administration (General)	GS50-01-32 Rev. 0 p. 8	<i>Research/Program Reports, Studies, Surveys, Models, and Analyses</i>	Destroy when obsolete or superseded - Potential archival value.	These records are covered by the Common Records Retention Schedule (CORE).



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Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Administrative Business office	HE55-01A-13 p. 6	Staff Development Program Files	3 years.	CORE: Human Resource Management: Staff Development/Training	GS50-04G-02 Rev. 0 p. 144	Training/Class Completion Report	3 years.	These records are covered by the Common Records Retention Schedule (CORE).
Administrative Business office	HE55-01A-15 p. 7	Substance Abuse Program Report to DOH	6 years.	CORE: Agency Management: Administration (General)	GS50-01-32 Rev. 0 p. 8	Research/Program Reports, Studies, Surveys, Models, and Analyses	Destroy when obsolete or superseded - Potential archival value.	These records are covered by the Common Records Retention Schedule (CORE).
Agency Management: Administration	HE50-01-32 p. 8	Statistical Reports	6 years. Potential archival value.	CORE: Agency Management: Administration (General)	GS50-01-32 Rev. 0 p. 8	Research/Program Reports, Studies, Surveys, Models, and Analyses	Destroy when obsolete or superseded - Potential archival value.	These records are covered by the Common Records Retention Schedule (CORE).



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Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Agency Management: Boards, Councils and Committees	HE50-05A-15 p. 9	<i>Oaths of Office</i>	Permanent.	CORE: Agency Management: Boards, Councils and Committees	GS50-05A-15 Rev. 0 p. 13	<i>Oaths of Office</i>	End of term of office plus 6 years.	These records are covered by the Common Records Retention Schedule (CORE).
Agency Management: Risk Management/ Insurance	HE50-06C-14 p. 10	<i>Incident Reports and Accident Claims for Damages Filed Against the Agency by Other Parties, and by the Agency Against Other Parties (Claims Made or Per Occurrence)</i>	<ul style="list-style-type: none"> • For accidents/incidents involving adults NOT resulting in claims– 3 years. • For accidents/incidents involving adults resulting in claims– closure plus 6 years. • For accidents/incidents involving minors NOT resulting in claims– age of majority plus 3 years. • For accidents/incidents involving minors resulting in claims - closure plus 6 years. 	CORE: Agency Management: Legal	GS50-01-10 Rev. 1 p. 22	<i>Claims for Damages</i>	Retain for 6 years after claim closed then destroy.	These records are covered by the Common Records Retention Schedule (CORE).



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Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Agency Management: Risk Management/ Insurance	HE50-06C-28 p. 10	<i>Liability Waivers</i>	Expiration or completion of activity plus 6 years.	CORE: Agency Management: Contracts/ Agreements	GS50-01-11 Rev. 0 p. 20	<i>Contracts and Agreements</i>	Retain for 6 years after termination or expiration of instrument then destroy.	These records are covered by the Common Records Retention Schedule (CORE).
Environmental Health: Buildings and Property	HE55-01J-03 p. 13	<i>Condemnation Orders</i>	6 years.	HEALTH: Environmental Health Management: Auditing and Inspection	HE55-01J-04 Rev. 1 p. 11	<i>Condemnation/Demolition Orders</i>	Retain for 6 years after date of order then destroy.	This DAN was combined with another DAN for demolition orders because of similar functional and retention requirements.



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Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Environmental Health: Buildings and Property	HE55-01J-06 p. 14	Federal Housing Authority Inspections	6 years.					Public health departments report that in the rare instances these records are received, it is as part of a hazardous site abatement project. These records should be retained accordingly.
Environmental Health: Buildings and Property	HE55-01J-07 p. 14	Gas Piping Permits	6 years.	HEALTH: Environmental Health Management: Licensing and Permitting	HE55-01J-14 Rev. 1 p. 21	Permits and Approvals	Retain for 6 years after expiration of permit/approval then destroy.	Several DANs with similar retention requirements relating to environmental health permits and approvals have been combined under HE55-01J-14.



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Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Environmental Health: Buildings and Property	HE55-01J-08 p. 14	Inspection Reports	PERMANENT.	HEALTH: Environmental Health Management: Auditing and Inspection	HE55-01J-24 Rev. 1 p. 15	Solid Waste – Facility Inspections	Retain for the life of the facility then transfer to Washington State Archives for appraisal and selective retention.	This DAN has been combined with other DANs with similar retention requirements relating to the inspection of solid waste facilities.
Environmental Health: Buildings and Property	HE55-01J-09 p. 14	Living Environment Inspections	6 years after the close of the facility or site.	HEALTH: Environmental Health Management: Auditing and Inspection	HE55-02L-01 Rev. 1 p. 12	Facility Inspections (General)	Retain for 6 years after date of inspection then destroy.	This DAN has been combined with other DANs with similar retention requirements relating to general facility inspections.
Environmental Health: Buildings and Property	HE55-01J-10 p. 14	Ordinances in Effect	Destroy when obsolete or superseded.	CORE: Records with Minimal Retention Value	GS50-02-03 Rev. 0 p. 161	General Information – External	Retain until no longer needed for agency business then destroy.	Ordinances are general information that is disseminated to the public.



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Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Environmental Health: Buildings and Property	HE55-01J-11 p. 15	<i>Parks and Recreation Facility Inspections</i>	6 years.	HEALTH: Environmental Health Management: Auditing and Inspection	HE55-02L-01 Rev. 1 p. 12	<i>Facility Inspections (General)</i>	Retain for 6 years after date of inspection then destroy.	This DAN has been combined with other DANs with similar retention requirements relating to general facility inspections.
Environmental Health: Buildings and Property	HE55-01J-12 p. 15	<i>Perk Tests</i>	PERMANENT.	HEALTH: Environmental Health Management: Licensing and Permitting	HE55-01J-18 Rev. 1 p. 19	<i>On-Site Sewage Systems – Permits</i>	Retain until notification that system has been decommissioned then transfer to Washington State Archives.	This DAN has been combined with other DANs relating to on-site sewage system permitting.



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Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Environmental Health: Buildings and Property	HE55-01J-16 p. 16	Plumbing Permits	6 years.	HEALTH: Environmental Health Management: Licensing and Permitting	HE55-01J-14 Rev. 1 p. 20	Permits and Approvals	Retain for 6 years after expiration of permit/approval then destroy.	Multiple DANs with similar retention requirements relating to environmental health permitting and approvals have been combined under HE55-01J-14. Entire series has been revised and retention cutoff has been added.
Environmental Health: Buildings and Property	HE55-01J-17 p. 16	School Building Inspections	6 years.	HEALTH: Environmental Health Management: Auditing and Permitting	HE55-02L-01 Rev. 1 p. 12	Facility Inspections (General)	Retain for 6 years after date of inspection then destroy.	This DAN has been combined with other DANs with similar retention requirements relating to general facility inspections.



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Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Environmental Health: Buildings and Property	HE55-01J-19 p. 16	<i>Septic System Lapsed Permit</i>	Permanent.	HEALTH: Environmental Health Management: Licensing and Permitting	HE55-01J-18 Rev. 1 p. 19	<i>On-Site Sewage Systems – Permits</i>	Retain until notification that system has been decommissioned then transfer to Washington State Archives.	Series with similar retention requirements relating to on-site sewage systems permits have been consolidated under one DAN.
Environmental Health: Buildings and Property	HE55-01J-20 p. 16	<i>Septic System Permits Disapproved</i>	Permanent.	HEALTH: Environmental Health Management: Licensing and Permitting	HE55-01J-18 Rev. 1 p. 19	<i>On-Site Sewage Systems – Permits</i>	Retain until notification that system has been decommissioned then transfer to Washington State Archives.	Series with similar retention requirements relating to on-site sewage systems permits have been consolidated under one DAN.
Environmental Health: Buildings and Property	HE55-01J-22 p. 17	<i>Sewer Inspections Public and Private</i>	Permanent.					Public health departments report that they do not conduct sewer inspections; this is a public works activity.



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Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Environmental Health: Buildings and Property	HE55-01J-23 p. 17	<i>Solid Waste Landfill Permits</i>	Permanent.	HEALTH: Environmental Health Management: Auditing and Inspection	HE55-01J-24 Rev. 1 p. 15	<i>Solid Waste – Facility Inspections</i>	Retain for the life of the facility then transfer to Washington State Archives for appraisal and selective retention.	This DAN has been combined with other DANs with similar retention requirements relating to solid waste facility inspections.
Environmental Health: Complaints, Investigations, and Reports	HE55-01K-01 p. 19	<i>Air Pollution Reports</i>	6 years. Potential archival value.	CORE: Records with Minimal Retention Value	GS50-02-03 Rev. 0 p. 161	<i>General Information – External</i>	Retain until no longer needed for agency business then destroy.	Record copies of air pollution reports are held by Dept. of Ecology; the local health copy is therefore covered by GS50-02-03.
Environmental Health: Complaints, Investigations, and Reports	HE55-01K-02 p. 19	<i>Complaints Filed</i>	6 years.	HEALTH: Agency Management: Community Relations	HE2011-001 Rev. 0 p. 5	<i>Client Relations</i>	Retain for 8 years after inquiry/complaint/grievance then destroy.	Several series relating to client relations and complaints have been combined under this DAN.



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Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Environmental Health: Complaints, Investigations, and Reports	HE55-01K-03 p. 19	<i>Complaints Resulting in Court Action</i>	6 years after completion of legal action. Potential archival value.	CORE: Agency Management: Community Relations	GS50-01-09 Rev. 0 p. 17	<i>Citizen's Complaints/ Requests</i>	Matter closed plus 3 years.	These records are covered by the Common Records Retention Schedule (CORE).
Environmental Health: Complaints, Investigations, and Reports	HE55-01K-04 p. 19	<i>Nuisance Report Log</i>	2 years.	CORE: Agency Management: Community Relations	GS50-01-09 Rev. 0 p. 17	<i>Citizens' Complaints/ Requests</i>	Matter closed plus 3 years.	Nuisance reports can be treated as citizen complaints. Therefore, these records are covered by CORE.
Environmental Health: Food and Dairy	HE55-02L-05 p. 20	<i>Food Borne Illness Complaints and Investigation Files</i>	6 years after resolution.	HEALTH: Environmental Health Management: Licensing and Permitting	HE55-01D-06 Rev. 1 p. 18	<i>Food Borne Illness Complaints and Investigations</i>	Retain for 6 years after matter settled then transfer to Washington State Archives.	Two series previously covering food borne illness complaints and investigations have been combined under HE55-01D-06.



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Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Environmental Health: Food and Dairy	HE55-02L-07 p. 21	<i>Food Inspections</i>	6 years.	HEALTH: Environmental Health Management: Auditing and Inspection	HE55-02L-01 Rev. 1 p. 12	<i>Facility Inspections (General)</i>	Retain for 6 years after date of inspection then destroy.	This DAN has been combined with other DANs with similar retention requirements relating to general facility inspections.
Environmental Health: Food and Dairy	HE55-02L-08 p. 21	<i>Meat Inspections</i>	6 years.	HEALTH: Environmental Health Management: Auditing and Inspection	HE55-02L-01 Rev. 1 p. 12	<i>Facility Inspections (General)</i>	Retain for 6 years after date of inspection then destroy.	This DAN has been combined with other DANs with similar retention requirements relating to general facility inspections.



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Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Human Resource Management: Industrial Insurance	HE50-06C-02 p. 23	<i>Accident/ Incident Reports – Employees – Insured by Agency or Not Reportable to Labor and Industries</i>	<ul style="list-style-type: none"> • For accidents/incidents involving adults NOT resulting in claims– 3 years. • For accidents/incidents involving adults resulting in claims– closure plus 6 years. • For accidents/incidents involving minors NOT resulting in claims– age of majority plus 3 years. • For accidents/incidents involving minors resulting in claims - closure plus 6 years. 	CORE: Human Resource Management: Industrial Insurance	GS50-06C-27 Rev. 1 p. 118	<i>Workers' Compensation Claims (Self-Insured) – Compensable</i>	Retain for 75 years after claim closed then destroy.	These records are covered by the Common Records Retention Schedule (CORE).
					GS50-06C-31 Rev. 1 p. 119	<i>Workers' Compensation Claims (Self-Insured) – Non-Compensable</i>	Retain for 40 years after claim closed then destroy.	



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Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Human Resource Management: Industrial Insurance	HE50-06C-03 p. 24	Accident/ Incident Reports – Employees – Insured Through Labor & Industries	<ul style="list-style-type: none"> • For accidents/incidents involving adults NOT resulting in claims– 3 years. • For accidents/incidents involving adults resulting in claims– closure plus 6 years. • For accidents/incidents involving minors NOT resulting in claims– age of majority plus 3 years. • For accidents/incidents involving minors resulting in claims - closure plus 6 years. 	CORE: Human Resource Management: Industrial Insurance	GS50-06C-02 Rev. 1 p. 117	Workers' Compensation Claims (Department of Labor and Industries) – General	Retain for 7 years after claim closed then destroy.	These records are covered by the Common Records Retention Schedule (CORE).
Nursing Administration : Clinic	HE55-01C-01 p. 24	Advice Nurse & Triage Logs	2 years.	CORE: Agency Management: Administration (General)	GS2010-001 Rev. 0 p. 7	Communications – Non-Executive	Retain for 2 years after communication received or provided, whichever is later then destroy.	These records are covered by the Common Records Retention Schedule (CORE).



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Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Nursing Administration : Clinic	HE55-01C-03 p. 26	Alcoholism Treatment Summary	1 year.	HEALTH: Health Care and Treatment: Medical Records	HE55-01B-01 Rev. 1 p. 35	Client Medical Records – Age 18 and Over	Retain for 8 years after last provision of health-related services then destroy.	This information is part of the medical record.
					HE2011-030 Rev. 0 p. 36	Client Medical Records – Under Age 18	Retain for 8 years after client attains 18 year of age and 8 years after last provision of health-related services then destroy.	
Nursing Administration : Clinic	HE55-01C-04 p. 26	Appointment Books and Registers	2 years.	CORE: Agency Management: Administration (General)	GS50-01-36 Rev. 0 p. 5	Appointment Calendars	Destroy when obsolete or superseded. See remarks.	These records are covered by the Common Records Retention Schedule (CORE).
Nursing Administration : Clinic	HE55-01C-05 p. 26	Cancer Patient Screening Records	2 years.	HEALTH: Health Care and Treatment: Assessment and Referral	HE55-01C-02 Rev. 1 p. 31	Screening and Referrals	Retain for 2 years after screening/referral then destroy.	Multiple series relating to screening and referral with similar retention periods have been consolidated under one DAN.



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Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Nursing Administration : Clinic	HE55-01C-06 p. 27	Cancer Treatment Summary	1 year.	HEALTH: Health Care and Treatment: Medical Records	HE55-01B-01 Rev. 1 p. 35	Client Medical Records – Age 18 and Over	Retain for 8 years after last provision of health-related services then destroy.	This information is part of the client medical record and should be retained accordingly.
					HE2011-030 Rev. 0 p. 35	Client Medical Records – Under Age 18	Retain for 8 years after client attains 18 year of age and 8 years after last provision of health-related services then destroy.	
Nursing Administration : Clinic	HE55-01C-07 p. 27	Cardiac Screening and Suspect Logs	2 years.	HEALTH: Health Care and Treatment: Assessment and Referral	HE55-01C-02 Rev. 1 p. 31	Screening and Referrals	Retain for 2 years after screening/referral then destroy.	Multiple DANs with similar retention requirements relating to screening and referrals have been combined under HE55-01C-02.



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Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Nursing Administration : Clinic	HE55-01C-08 p. 27	<i>Diabetes Screening and Suspect Logs</i>	2 years.	HEALTH: Health Care and Treatment: Assessment and Referral	HE55-01C-02 Rev. 1 p. 31	<i>Screening and Referrals</i>	Retain for 2 years after screening/referral then destroy.	Multiple DANs with similar retention requirements relating to screening and referrals have been combined under HE55-01C-02.
Nursing Administration : Clinic	HE55-01C-09 p. 27	<i>Glaucoma Screening and Suspect Logs</i>	2 years.	HEALTH: Health Care and Treatment: Assessment and Referral	HE55-01C-02 Rev. 1 p. 31	<i>Screening and Referrals</i>	Retain for 2 years after screening/referral then destroy.	Multiple DANs with similar retention requirements relating to screening and referrals have been combined under HE55-01C-02.



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Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Nursing Administration : Clinic	HE55-01C-10 p. 27	<i>Home Nursing Register</i>	2 years.					Local public health agencies report that they no longer use or create these records.
Nursing Administration : Clinic	HE55-01C-11 p. 27	<i>Hypertension Screening and Suspect Logs</i>	2 years.	HEALTH: Health Care and Treatment: Assessment and Referral	HE55-01C-02 Rev. 1 p. 31	<i>Screening and Referrals</i>	Retain for 2 years after screening/referral then destroy.	Multiple DANs with similar retention requirements relating to screening and referrals have been combined under HE55-01C-02.



DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs)

The *Public Health Department and Districts Version 3.0* series listed on the left have been discontinued. The *Public Health Department and Districts Version 4.0* DANs that now cover the affected records series are listed on the right.

<i>Public Health Version 3.0</i>				<i>New (Version 4.0) Disposition Authority Information</i>				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Nursing Administration : Clinic	HE55-01C-15 p. 27	<i>Pregnancy Test Log</i>	2 years.	HEALTH: Health Care and Treatment: Assessment and Referral	HE55-01C-02 Rev. 1 p. 31	<i>Screening and Referrals</i>	Retain for 2 years after screening/referral then destroy.	Multiple DANs with similar retention requirements relating to screening and referrals have been combined under HE55-01C-02.
Nursing Administration : Clinic	HE55-01C-13 p. 28	<i>Participant Surveys</i>	1 year; or as per contract.					These records will be covered by CORE in the next revision of CORE's Community Relations activity.



DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs)

The *Public Health Department and Districts Version 3.0* series listed on the left have been discontinued. The *Public Health Department and Districts Version 4.0* DANs that now cover the affected records series are listed on the right.

<i>Public Health Version 3.0</i>				<i>New (Version 4.0) Disposition Authority Information</i>				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Nursing Administration : Clinic	HE55-01C-17 p. 28	Vaccine Accountability Record	6 years.	HEALTH: Pharmacy Management: Inventory/Distribution	HE55-01C-12 Rev. 1 p. 52	Pharmaceutical Inventory Accountability	Retain for 6 years after date of destruction/disposition then destroy.	Multiple series with similar retention requirements relating to pharmaceutical inventory accountability have been combined.
Nursing Administration : Clinic	HE55-01C-19 p. 30	Vaccine Reaction Report	Patients 18 and older: 8 years after last treatment. Patients younger than 18 years of age: 8 years after patient's 18 th birthday.	HEALTH: Health Care and Treatment: Client Medical Records	HE55-01B-01 Rev. 1 p. 35	Client Medical Records – Age 18 and Over	Retain for 8 years after last provision of health-related services then destroy.	Vaccine reaction information is part of the client medical record and should be retained accordingly.
					HE2011-030 Rev. 0 p. 36	Client Medical Records – Under Age 18	Retain for 8 years after client attains 18 years of age and 8 years after last provision of health-related services then destroy.	



DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs)

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<i>Public Health Version 3.0</i>				<i>New (Version 4.0) Disposition Authority Information</i>				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Nursing Administration : Clinic	HE55-01C-20 p. 31	<i>Vaccine Sign Out Record</i>	6 years.	HEALTH: Pharmacy Management: Inventory/Distribution	HE55-01C-12 Rev. 1 p. 52	<i>Pharmaceutical Inventory Accountability</i>	Retain for 6 years after date of destruction/disposition then destroy.	Multiple series with similar retention requirements relating to pharmaceutical inventory accountability have been combined.
Nursing Administration : Clinic	HE55-01C-21 p. 31	<i>Youth Violence Network Reports</i>	2 years.	CORE: Agency Management: Administration (General)	GS50-01-32 Rev. 0 p. 8	<i>Research/Program Reports, Studies, Surveys, Models, and Analyses</i>	Destroy when obsolete or superseded - Potential archival value.	These records are covered by the Common Records Retention Schedule (CORE).



DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs)

The *Public Health Department and Districts Version 3.0* series listed on the left have been discontinued. The *Public Health Department and Districts Version 4.0* DANs that now cover the affected records series are listed on the right.

<i>Public Health Version 3.0</i>				<i>New (Version 4.0) Disposition Authority Information</i>				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Nursing Administration : Communicable and Infectious Diseases	HE55-01D-02 p. 32	Animal Treatment Records	6 years.	HEALTH: Health Care and Treatment: Infectious and Communicable Disease Control and Prevention	HE55-01D-01 Rev. 1 p. 41	Animal Bites and Treatment	Retain for 6 years after last action then destroy.	Previously separate DANs relating to animal bites and animal treatment have been combined under HE55-01D-01 because of similar retention requirements. Entire series has been revised and retention cutoff has been added.
Nursing Administration : Communicable and Infectious Diseases	HE55-01D-03 p. 32	Biologics Inventory and Distribution Record	6 years.	HEALTH: Pharmacy Management: Inventory/Distribution	HE55-01C-12 Rev. 1 p. 52	Pharmaceutical Inventory Accountability	Retain for 6 years after date of destruction/disposition then destroy.	Multiple series with similar retention requirements relating to pharmaceutical inventory accountability have been combined.



DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs)

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<i>Public Health Version 3.0</i>				<i>New (Version 4.0) Disposition Authority Information</i>				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Nursing Administration : Communicable and Infectious Diseases	HE55-01D-08 p. 33	<i>HIV Testing and Referral</i>	2 years.	HEALTH: Health Care and Treatment: Assessment and Referral	HE55-01C-02 Rev. 1 p. 31	<i>Screening and Referrals</i>	Retain for 2 years after screening/referral then destroy.	Multiple DANs with similar retention requirements relating to screening and referrals have been combined under HE55-01C-02.
Nursing Administration : Communicable and Infectious Diseases	HE55-01D-09 p. 33	<i>Investigation Reports</i>	6 years.	HEALTH: Health Care and Treatment: Infectious and Communicable Disease Control and Prevention	HE55-01D-05 Rev. 1 p. 42	<i>Epidemiologic Investigations and Reports</i>	Retain for 6 years after date of record or report then transfer to Washington State Archives for appraisal and selective retention.	Multiple series relating to epidemiologic investigations and reporting have been combined under HE55-01D-05.
Nursing Administration : Communicable and Infectious Diseases	HE55-01D-10 p. 34	<i>Occupational Exposure to Communicable Disease</i>	Duration of employment plus 30 years.	CORE: Human Resource Management: Occupational Health and Safety	GS50-04B-30 Rev. 0 p. 130	<i>Employee Medical and Exposure Records</i>	Termination of employment plus 30 years.	These records are covered by the Common Records Retention Schedule (CORE).



DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs)

The *Public Health Department and Districts Version 3.0* series listed on the left have been discontinued. The *Public Health Department and Districts Version 4.0* DANs that now cover the affected records series are listed on the right.

<i>Public Health Version 3.0</i>				<i>New (Version 4.0) Disposition Authority Information</i>				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Nursing Administration : Communicable and Infectious Diseases	HE55-01D-11 p. 34	<i>Sexually Transmitted Disease (STD) Screening and Suspect Registers</i>	2 years.	HEALTH: Health Care and Treatment: Assessment and Referral	HE55-01C-02 Rev. 1 p. 31	<i>Screening and Referrals</i>	Retain for 2 years after screening/referral then destroy.	Several DANs with similar retention requirements relating to screening and referrals have been combined under HE55-01C-02. Entire series has been revised.
Nursing Administration : Communicable and Infectious Diseases	HE55-01D-16 p. 35	<i>Tuberculosis Screening and Suspect Registers</i>	2 years.	HEALTH: Health Care and Treatment: Assessment and Referral	HE55-01C-02 Rev. 1 p. 31	<i>Screening and Referrals</i>	Retain for 2 years after screening/referral then destroy.	Several DANs with similar retention requirements relating to assessment and referral have been combined under HE55-01C-02. Entire series has been revised.
Nursing Administration : Communicable	HE55-01D-17 p. 35	<i>Tuberculosis Treatment Summary</i>	2 years.	HEALTH: Health Care and Treatment: Medical	HE55-01B-01 Rev. 1 p. 35	<i>Client Medical Records – Age 18 and Over</i>	Retain for 8 years after last provision of health-related services then destroy.	This information is part of the client medical records and should be



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<i>Public Health Version 3.0</i>				<i>New (Version 4.0) Disposition Authority Information</i>				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
and Infectious Diseases				Records	HE2011-030 Rev. 0 p. 36	<i>Client Medical Records – Under Age 18</i>	Retain for 8 years after client attains 18 years of age and 8 years after last provision of health-related services then destroy.	retained according to the appropriate records series under Health Care and Treatment: Medical Records.
Nursing Administration : Dental Health	HE55-01E-01 p. 36	<i>Dental Health Screening Files</i>	2 years.	HEALTH: Health Care and Treatment: Assessment and Referral	HE55-01C-02 Rev. 1 p. 31	<i>Screening and Referrals</i>	Retain for 2 years after screening/referral then destroy.	Several DANs with similar retention requirements relating to screening and referrals have been combined under HE55-01C-02. Entire series has been revised.
Nursing Administration : Maternal/Pare	HE55-01G-01 p. 37	<i>Child Neglect or Abuse Reports</i>	8 years after close of file. For minors, 3 years after the 18 th	HEALTH: Health Care and Treatment: Medical	HE55-01B-01 Rev. 1 p. 35	<i>Client Medical Records – Age 18 and Over</i>	Retain for 8 years after last provision of health-related services then destroy.	This information is part of the client medical records and should be



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<i>Public Health Version 3.0</i>				<i>New (Version 4.0) Disposition Authority Information</i>				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
nt Child Health			birthday or 8 years after the close of file, whichever is longer.	Records	HE2011-030 Rev. 0 p. 36	<i>Client Medical Records – Under Age 18</i>	Retain for 8 years after client attains 18 years of age and 8 years after last provision of health-related services then destroy.	retained according to the appropriate records series under Health Care and Treatment: Medical Records.
Nursing Administration : Maternal/ Parent Child Health	HE55-01G-03 p. 37	<i>Maternal Referral Records</i>	2 years.	HEALTH: Health Care and Treatment: Assessment and Referral	HE55-01C-16 Rev. 1 p. 30	<i>Referrals</i>	Retain for 2 years after date of referral then destroy.	Multiple DANs relating to client referrals either received or initiated by the agency have been combined under this DAN.
Nursing Administration : Maternal/ Parent Child Health	HE55-01G-05 p. 37	<i>Register of Cases and Treatments</i>	2 years.	HEALTH: Health Care and Treatment: Client Administration	HE55-01D-04 Rev. 1 p. 32	<i>Master Patient Index</i>	Retain until destruction of pertinent medical record then transfer to Washington State Archives for appraisal and selective retention.	This documentation is now part of the Master Patient Index.



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<i>Public Health Version 3.0</i>				<i>New (Version 4.0) Disposition Authority Information</i>				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Nursing Administration : Maternal/ Parent Child Health	HE55-01G-06 p. 37	Screening and Referral Records	2 years.	HEALTH: Health Care and Treatment: Assessment and Referral	HE55-01C-02 Rev. 1 p. 31	Screening and Referrals	Retain for 2 years after screening/referral then destroy.	Several DANs with similar retention requirements relating to screening and referrals have been combined under HE55-01C-02. Entire series has been revised.
Nursing Administration : Women, Infants and Children	HE55-01W-01 p. 38	Appointment Register	3 years.					This series has been removed because agencies report this is an obsolete records series.
Nursing Administration : Women, Infants and Children	HE55-01W-02 p. 38	Contract Administration Files	4 years.					Records should be retained according to the content and function of the record.



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<i>Public Health Version 3.0</i>				<i>New (Version 4.0) Disposition Authority Information</i>				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Nursing Administration : Women, Infants and Children	HE55-01W-03 p. 38	<i>Endorser Cross Referencing Reports, Breastfeeding Reports, Outstanding Food Instrument Reports, Participant Summary Reports</i>	Until superseded. The contractor has the option to discard or retain these files.	CORE: Agency Management: Administration (General)	GS50-01-32 Rev. 0 p. 8	<i>Research/Program Reports, Studies, Surveys, Models, and Analyses</i>	Destroy when obsolete or superseded - Potential archival value.	These records are covered by the Common Records Retention Schedule (CORE).
Nursing Administration : Women, Infants and Children	HE55-01W-05 p. 38	<i>Paraprofessional Competency Certification Documents</i>	4 years after termination.	CORE: Human Resource Management: Staff Development/ Training	GS50-05A-23 Rev. 0 p. 143	<i>Continuing Professional Education Records</i>	End of licensing or reporting period plus 4 years.	These records are covered by the Common Records Retention Schedule (CORE).



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<i>Public Health Version 3.0</i>				<i>New (Version 4.0) Disposition Authority Information</i>				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Nursing Administration : Women, Infants and Children	HE55-01W-06 p. 39	<i>Questionable Food Instrument Reports</i>	4 years.	HEALTH: Health Care and Treatment: Women, Infants, and Children (WIC) Program Operations				Agencies report they no longer create or use these records.
Nursing Administration : Women, Infants and Children	HE55-01W-07 p. 39	<i>Statistical Summaries</i>	3 years. Potential archival value.	CORE: Agency Management: Administration (General)	GS50-01-32 Rev. 0 p. 8	<i>Research/Program Reports, Studies, Surveys, Models, and Analyses</i>	Destroy when obsolete or superseded. Potential archival value.	These program reports/summaries are covered by CORE. The CORE retention maintains the Appraisal Requires designation.



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<i>Public Health Version 3.0</i>				<i>New (Version 4.0) Disposition Authority Information</i>				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Nursing Administration : Women, Infants and Children	HE55-01W-08 p. 39	Transfer/VOC Transmittals and Register	4 years.	HEALTH: Health Care and Treatment: Women, Infants, and Children (WIC) Program Operations				Agencies report they no longer create these records. Currently, they are generated in the Dept. of Health CIMS system.
Nursing Administration : Women, Infants and Children	HE55-01W-09 p. 39	Voter Registration Status Forms	2 years.	HEALTH: Health Care and Treatment: Women, Infants, and Children (WIC) Program Operations				Agencies report they no longer create these records. This information is documented in the Dept. of Health CIMS system.
Social Services	HE50-25-02 p. 41	Client Case Files (Treatment Completed and Case Closed) – Social Services	Adults: 8 years. Minors: 8 years, or 3 years past age of majority, whichever is longer.	LGRRS: Social Services	GS50-25-02 p. 161	Client Case Files (Treatment Completed and Case Closed) Social Services	Adults: 8 years; Minors: 8 years, or 3 years past age of majority, whichever is longer.	These records are covered by the Local Government General Records Retention Schedule (LGRRS).



DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs)

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<i>Public Health Version 3.0</i>				<i>New (Version 4.0) Disposition Authority Information</i>				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Social Services	HE50-25-03 p. 41	<i>Client Screening and Referral Files (Completed and Closed) – Social Services</i>	10 years.	LGRRS: Social Services	GS50-25-03 p. 161	<i>Client Screening and Referral Files (Completed and Closed) Social Services</i>	10 years.	These records are covered by the Local Government General Records Retention Schedule (LGRRS).
Social Services	HE50-25-04 p. 41	<i>Facilities Inspections and Certifications – Social Services</i>	Until superseded or terminated plus 6 years.	LGRRS: Social Services	GS50-25-04 p. 162	<i>Facilities Inspections and Certifications Social Services</i>	Until superseded or terminated plus 6 years	These records are covered by the Local Government General Records Retention Schedule (LGRRS).
Social Services	HE50-25-05 p. 41	<i>Involuntary Commitment Case Files – Social Services (Proceedings Completed and Case Closed)</i>	Superior Court retains the primary copy. Secondary: 10 years.	LGRRS: Social Services	GS50-25-05 p. 162	<i>Involuntary Commitment Case Files Social Services (Proceedings Completed and Case Closed)</i>	Superior Court retains the primary copy. Secondary copy: 10 years.	These records are covered by the Local Government General Records Retention Schedule (LGRRS).



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<i>Public Health Version 3.0</i>				<i>New (Version 4.0) Disposition Authority Information</i>				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Social Services	HE50-25-06 p. 42	<i>Project Files – Social Services</i>	Completion of project plus 6 years. Potential archival value.	LGRRS: Social Services	GS50-25-06 p. 162	<i>Project Files Social Services</i>	Completion of project plus 6 years - Potential archival value.	These records are covered by the Local Government General Records Retention Schedule (LGRRS).
Social Services	HE50-25-07 p. 42	<i>Statistical Reports to Department of Social and Health Services or Other Such Agencies – Social Services</i>	2 years. Potential archival value.	LGRRS: Social Services	GS50-25-07 p. 162	<i>Statistical Reports to Department of Social and Health Services or Other Such Agencies Social Services</i>	2 years - Potential archival value.	These records are covered by the Local Government General Records Retention Schedule (LGRRS).



DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs)

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<i>Public Health Version 3.0</i>				<i>New (Version 4.0) Disposition Authority Information</i>				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Vital Statistics	HE55-01F-05 p. 45	<i>Burial/Cremation/Transit Permits – Non First Class Health Districts</i>	2 years. Potential archival value.	HEALTH: Environmental Health Management: Licensing and Permitting	HE55-01F-04 Rev. 1 p. 17	<i>Burial/Cremation/Transit Permits</i>	Retain for 1 year after expiration of permit then transfer to Washington State Archives for appraisal and selective retention.	This series has been discontinued to eliminate the distinction among permits issued by first class health districts and other types of jurisdictions; there is no retention requirement necessitating this distinction.
Vital Statistics	HE55-01F-06 p. 45	<i>Death Certificates</i>	Permanent.	HEALTH: Vital Records Management: Certification	HE55-01F-03 Rev. 1 p. 61	<i>Birth/Death Certificates – 1907 and Later</i>	Retain until no longer needed for agency business then destroy.	This DAN has been combined with other relating to birth and death certificates under HE55-01F-03.



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<i>Public Health Version 3.0</i>				<i>New (Version 4.0) Disposition Authority Information</i>				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Vital Statistics	HE55-01F-07 p. 45	<i>Fetal Death Certificates</i>	Permanent.	HEALTH: Vital Records Management: Certification	HE55-01F-01 Rev. 1 p. 61	<i>Birth/Death Certificates – 1907 and Later</i>	Retain until no longer needed for agency business then transfer to Washington State Archives.	Multiple DANs with similar retention requirements relating to death certificates have been combined under HE55-01F-01. Entire series has been revised.



REVISED RECORDS SERIES

The records series listed below have been revised; changes and rationale are provided. (List is in *Version 3.0* page order.)

<i>Public Health Version 3.0</i>			<i>New (Version 4.0) Disposition Authority Information</i>			
Function: Activity	Title	DAN	Function: Activity	Title	DAN(s)	Changes:
Administrative Business Office	<i>Client/Patient Financial Assessments</i>	HE55-01A-03 p. 5	Health Care and Treatment: Client Billing	<i>Financial Assessments</i>	HE55-01A-03 Rev. 1 p. 34	Minor revision to series title. Series description added. Retention cutoff added.
Administrative Business Office	<i>DSHS Billing Records</i>	HE55-01A-06 p. 5	Health Care and Treatment: Client Billing	<i>Department of Social and Health Services Billing</i>	HE55-01A-06 Rev. 1 p. 33	Series description revised. Retention increased from “3 years after audit or expiration of contract, whichever is longer” to “6 years after expiration of Department of Social and Health Services contract.”
Administrative Business Office	<i>Licenses Issued Register</i>	HE55-01A-10 p. 6	Environmental Health Management: Licensing and Permitting	<i>Licenses Issued Registers</i>	HE55-01A-10 Rev. 1 p. 20	Retention cutoff and archival designation added.
Client/Patient Health Care	<i>Client/Patient Health Care Information Record</i>	HE55-01B-01 p. 11	Health Care and Treatment: Medical Records	<i>Client Medical Records – Age 18 and Over</i>	HE55-01B-01 Rev. 1 p. 35	Series revised to separate out medical records of minors, which have unique retention requirements. Series title and description have been revised accordingly. Minor revision to retention wording.
				<i>Client Medical Records – Under Age 18</i>	HE2011-030 Rev. 0 p. 36	
Environmental Health: Buildings and Property	<i>Building Plan Approvals</i>	HE55-01J-01 p. 13	Environmental Health Management: Licensing and Permitting	<i>Building Plan Reviews</i>	HE55-01J-01 Rev. 1 p. 17	Retention cutoff added. Series title revised. Series description revised.



REVISED RECORDS SERIES

The records series listed below have been revised; changes and rationale are provided. (List is in *Version 3.0* page order.)

<i>Public Health Version 3.0</i>			<i>New (Version 4.0) Disposition Authority Information</i>			
Environmental Health: Buildings and Property	<i>Closed Solid Waste Landfill Files</i>	HE55-01J-02 p. 13	Environmental Health Management: Licensing and Permitting	<i>Solid Waste – Closed Landfills</i>	HE55-01J-02 Rev. 1 p. 21	Minor revisions to series title and description. Retention changed from “permanent” to “retain for 50 years after site closure then arrange for appraisal by Washington State Archives.”
Environmental Health: Buildings and Property	<i>Demolition Orders</i>	HE55-01J-04 p. 13	Environmental Health Management: Auditing and Inspection	<i>Condemnation/Demolition Orders</i>	HE55-01J-04 Rev. 1 p. 11	Multiple series with retention requirements relating to condemning and demolishing property have been combined under HE55-01J-04. The entire series has been revised and a retention cutoff added.
Environmental Health: Buildings and Property	<i>Establishment Register</i>	HE55-01J-05 p. 13	Environmental Health Management: Auditing and Inspection	<i>Business Registers</i>	HE55-01J-05 Rev. 1 p. 11	Series title revised. Archival designation removed.
Environmental Health: Buildings and Property	<i>Permit and Approval Summaries</i>	HE55-01J-13 p. 15	Environmental Health Management: Licensing and Permitting	<i>Permit and Approval Summaries</i>	HE55-01J-13 Rev. 1 p. 20	Retention changed from “permanent” to “retain for 6 years after expiration/termination of pertinent permit or approval then transfer to Washington State Archives for appraisal and selective retention.” Minor revisions to the series description.



REVISED RECORDS SERIES

The records series listed below have been revised; changes and rational are provided. (List is in *Version 3.0* page order.)

<i>Public Health Version 3.0</i>			<i>New (Version 4.0) Disposition Authority Information</i>			
Environmental Health: Buildings and Property	<i>Permits and Approvals</i>	HE55-01J-14 p. 15	Environmental Health Management: Licensing and Permitting	<i>Permits and Approvals</i>	HE55-01J-14 Rev. 1 p. 21	Multiple DANs with similar retention requirements relating to environmental health permitting and approvals have been combined under HE55-01J-14. Entire series has been revised and retention cutoff has been added.
Environmental Health: Buildings and Property	<i>Planning Department Recommendations</i>	HE55-01J-15 p. 16	Environmental Health: Auditing and Inspection	<i>Planning Department Recommendations</i>	HE55-01J-15 Rev. 1 p. 14	Retention cutoff added. Series description revised.
Environmental Health: Buildings and Property	<i>Septic System Approvals and Permits</i>	HE55-01J-18 p. 16	Environmental Health Management: Licensing and Permitting	<i>On-Site Sewage Systems – Permits</i>	HE55-01J-18 Rev. 1 p. 20	Retention changed from “permanent” to “until notification that system has been decommissioned then transfer to Washington State Archives.” Archival designation added. Series title and description revised.
Environmental Health: Buildings and Property	<i>Sewage Treatment Site Inspections</i>	HE55-01J-21 p. 17	Environmental Health: Auditing and Inspection	<i>Sewage Treatment Site Inspections</i>	HE55-01J-21 Rev. 1 p. 14	Retention changed from “permanent” to “retain for 50 years after closure of sewage treatment site.” Series description revised.



REVISED RECORDS SERIES

The records series listed below have been revised; changes and rational are provided. (List is in *Version 3.0* page order.)

<i>Public Health Version 3.0</i>			<i>New (Version 4.0) Disposition Authority Information</i>			
Environmental Health: Buildings and Property	<i>Solid Waste Transfer Station Files</i>	HE55-01J-24 p. 17	Environmental Health: Auditing and Inspection	<i>Solid Waste – Facility Inspections</i>	HE55-01J-24 Rev. 1 p. 15	Multiple series relating to solid waste facility inspections have been combined under this DAN. Retention changed from “permanent” to “retain for the life of the facility then transfer to Washington State Archives for appraisal and selective retention.” Archival designation added. Entire series revised.
Environmental Health: Buildings and Property	<i>Water Supply System Approvals Public and Private</i>	HE55-01J-25 p. 17	Environmental Health Management: Licensing and Permitting	<i>Water Supply System Permits</i>	HE55-01J-25 Rev. 1 p. 22	Retention changed from “permanent” to “retain for the life of the agency then transfer to Washington State Archives.” Series title revised for simplification. Series description revised.
Environmental Health: Buildings and Property	<i>Water Well Logs</i>	HE55-01J-26 p. 18	Environmental Health: Auditing and Inspection	<i>Water Well Reports</i>	HE55-01J-26 Rev. 1 p. 16	Retention reduced from 6 years to “until no longer needed for agency business” because these are secondary copies of reports submitted to Dept. of Ecology. (DOE retains for 50 years.) Minor revision to series title. Series description revised to provide more clarity.
Environmental Health: Complaints, Investigations, and Reports	<i>Vector Control Records</i>	HE55-01K-05 p. 19	Environmental Health Management: Auditing and Inspection	<i>Vector/Pest Control</i>	HE55-01K-05 Rev. 1 p. 15	Retention cutoff added. Minor revision to series title.



REVISED RECORDS SERIES

The records series listed below have been revised; changes and rational are provided. (List is in *Version 3.0* page order.)

<i>Public Health Version 3.0</i>			<i>New (Version 4.0) Disposition Authority Information</i>			
Environmental Health: Food and Dairy	<i>Dairy Inspections</i>	HE55-02L-01 p. 20	Environmental Health Management: Auditing and Inspection	<i>Facility Inspections (General)</i>	HE55-02L-01 Rev. 1 p. 12	Multiple series with similar retention requirements relating to facility inspections have been combined under HE55-02L-01. The entire series has been revised and a retention cutoff added.
Environmental Health: Food and Dairy	<i>Food and Beverage Service Permits</i>	HE55-02L-02 p. 20	Environmental Health Management: Licensing and Permitting	<i>Food and Beverage Service Permits – Non-Temporary Establishments</i>	HE55-02L-02 Rev. 1 p. 18	Series title revised for clarification. Series description revised. Retention cutoff added.
Environmental Health: Food and Dairy	<i>Food and Beverage Service Permits – Temporary</i>	HE55-02L-03 p. 20	Environmental Health Management: Licensing and Permitting	<i>Food and Beverage Service Permits – Temporary Establishments</i>	HE55-02L-03 Rev. 1 p. 18	Series title and description revised for clarification.
Environmental Health: Food and Dairy	<i>Food and Beverage Service Permits Denied</i>	HE55-02L-04 p. 20	Environmental Health Management: Licensing and Permitting	<i>Food and Beverage Service Permits – Denied</i>	HE55-02L-04 Rev. 1 p. 17	Retention cutoff added. Series title and description revised.
Environmental Health: Food and Dairy	<i>Food Handler Licenses</i>	HE55-02L-06 p. 20	Environmental Health Management: Licensing and Permitting	<i>Food Worker Permits</i>	HE55-02L-06 Rev. 1 p. 19	Series title revised for clarity. Series description added.
Environmental Health: Hazardous Waste	<i>Waste Collectors Audit</i>	HE55-01M-03 p. 22	Environmental Health Management: Auditing and Inspection	<i>Hazardous Waste – Collector’s Audits</i>	HE55-01M-03 Rev. 1 p. 13	Minor revision to series title and description. Retention cutoff added.



REVISED RECORDS SERIES

The records series listed below have been revised; changes and rationale are provided. (List is in *Version 3.0* page order.)

<i>Public Health Version 3.0</i>			<i>New (Version 4.0) Disposition Authority Information</i>			
Environmental Health: Hazardous Waste	Chemical Site Inspections	HE55-01M-02 p. 22	Environmental Health Management: Auditing and Inspection	Hazardous Waste – Chemical Site Inspections	HE55-01M-02 Rev. 1 p. 13	Minor revisions to series title and description. Retention changed from “permanent” to “retain until no longer needed for agency business then transfer to Washington State Archives for appraisal and selective retention.” Archival designation added.
Environmental Health: Hazardous Waste	Business Audits	HE55-01M-01 p. 22	Environmental Health Management: Auditing and Inspection	Hazardous Waste – Business Audits	HE55-01M-01 Rev. 1 p. 12	Retention cutoff added. Minor revision to series title. Series description revised.
Environmental Health: Hazardous Waste	Waste Permits	HE55-01M-04 p. 22	Environmental Health Management: Auditing and Inspection	Solid Waste – Characterization and Disposal (Hazardous Waste)	HE55-01M-04 Rev. 1 p. 15	Retention decreased from “permanent” to “50 years after advice provided.” Series title and description revised.
Laboratory	Clinical Instrument Studies	HE55-02H-01 p. 25	Asset Management: Maintenance	Clinical Instrument Studies	HE55-02H-01 Rev. 1 p. 10	Series description added.
Laboratory	Clinical Lab Records	HE55-02H-02 p. 25	Health Care and Treatment: Clinical Laboratory	Quality Assurance/Control (Clinical Laboratory)	HE55-02H-02 Rev. 1 p. 39	Retention cutoff added. Series description simplified. Series title revised for clarity.
Laboratory	Water Reports	HE55-02H-03 p. 25	Environmental Health Management: Testing and Analysis	Public Water Systems – General	HE55-02H-03 Rev. 1 p. 28	Entire series revised to distinguish from various new series with unique retention requirements for specific types of water system testing. Retention cutoff added.



REVISED RECORDS SERIES

The records series listed below have been revised; changes and rational are provided. (List is in *Version 3.0* page order.)

<i>Public Health Version 3.0</i>			<i>New (Version 4.0) Disposition Authority Information</i>			
Nursing Administration: Clinic	<i>Alcoholism Screening Files</i>	HE55-01C-02 p. 26	Health Care and Treatment: Assessment and Referral	<i>Screening and Referrals</i>	HE55-01C-02 Rev. 1 p. 31	Several DANs with similar retention requirements relating to medical screening and referral have been combined under HE55-01C-02. Entire series has been revised. Retention cutoff has been added.
Nursing Administration: Clinic	<i>Medication Logs</i>	HE55-01C-12 p. 28	Pharmacy Management: Inventory/Distribution	<i>Pharmaceutical Inventory Accountability</i>	HE55-01C-12 Rev. 1 p. 52	Entire series has been revised. These records have been combined with other records relating to pharmaceutical inventory accountability.
Nursing Administration: Clinic	<i>Patient Eligibility Records</i>	HE55-01C-14 p. 28	Health Care and Treatment: Client Billing	<i>Client Billing and Financial Assistance</i>	HE55-01C-14 Rev. 1 p. 33	Records series relating to client billing and financial assistance have been consolidated under this DAN. The retention has been increased from 3 years after audit to 6 years to be consistent with other billing/financial records series. Entire series has been revised.
Nursing Administration: Clinic	<i>Referrals</i>	HE55-01C-16 p. 28	Health Care and Treatment: Assessment and Referral	<i>Referrals (to the Agency)</i>	HE55-01C-16 Rev. 1 p. 30	Minor revision to series description. Series title has been revised for clarity. Retention cutoff added.



REVISED RECORDS SERIES

The records series listed below have been revised; changes and rationale are provided. (List is in *Version 3.0* page order.)

<i>Public Health Version 3.0</i>			<i>New (Version 4.0) Disposition Authority Information</i>			
Nursing Administration: Clinic	<i>Vaccine Information Statements</i>	HE55-01C-18 p. 29	Health Care and Treatment: Infectious and Communicable Disease Control and Prevention	<i>Vaccine Information Statements (Master)</i>	HE55-01C-18 Rev. 1 p. 43	Minor revisions to series title and description.
Nursing Administration: Communicable and Infectious Diseases	<i>Animal Bite Reports</i>	HE55-01D-01 p. 32	Health Care and Treatment: Infectious and Communicable Disease Control and Prevention	<i>Animal Bites</i>	HE55-01D-01 Rev. 1 p. 41	Retention cutoff added. Minor revision to series title. Series description revised.
Nursing Administration: Communicable and Infectious Diseases	<i>Case Logs</i>	HE55-01D-04 p. 32	Health Care and Treatment: Client Administration	<i>Master Patient Index</i>	HE55-01D-04 Rev. 1 p. 32	Retention period changed to more accurately account for this record as an index. Entire series has been revised to more accurately describe the Master Patient Index.
Nursing Administration: Communicable and Infectious Diseases	<i>Epidemiologic Records and Reports</i>	HE55-01D-05 p. 32	Health Care and Treatment: Infectious and Communicable Disease Control and Prevention	<i>Epidemiologic Investigations and Reports</i>	HE55-01D-05 Rev. 1 p. 42	Retention cutoff added. Series title revised for clarity.
Environmental Health: Food and Dairy	<i>Food Borne Illness Complaints and Investigation Files</i>	HE55-01D-06 p. 33	Environmental Health Management: Licensing and Permitting	<i>Food Borne Illness Complaints and Investigations</i>	HE55-01D-06 Rev. 1 p. 18	Series description added. Retention cutoff added.



REVISED RECORDS SERIES

The records series listed below have been revised; changes and rationale are provided. (List is in *Version 3.0* page order.)

<i>Public Health Version 3.0</i>			<i>New (Version 4.0) Disposition Authority Information</i>			
Nursing Administration: Communicable and Infectious Diseases	<i>HIV Test Reports</i>	HE55-01D-07 p. 33	Health Care and Treatment: Assessment and Referral	<i>HIV Test Reports</i>	HE55-01D-07 Rev. 1 p. 30	Retention cutoff added.
Nursing Administration: Communicable and Infectious Diseases	<i>STD Case and Contact Register</i>	HE55-01D-12 p. 34	Health Care and Treatment: Infectious and Communicable Disease Control and Prevention	<i>Case and Contact Registers – Sexually Transmitted Diseases</i>	HE55-01D-12 Rev. 1 p. 41	Retention cutoff added. Minor revision to series title. Series description revised.
Nursing Administration: Communicable and Infectious Diseases	<i>STD Case Reports</i>	HE55-01D-13 p. 34	Health Care and Treatment: Infectious and Communicable Disease Control and Prevention	<i>Sexually Transmitted Disease Case Reports</i>	HE55-01D-13 Rev. 1 p. 39	Retention cutoff added. Minor revisions to series title and description.
Nursing Administration: Communicable and Infectious Diseases	<i>Syphilis Positive Serology Reports</i>	HE55-01D-14 p. 34	Health Care and Treatment: Infectious and Communicable Disease Control and Prevention	<i>Positive Culture Notifications</i>	HE55-01D-14 Rev. 1 p. 43	Retention cutoff added. Series revised in entirety to more accurately describe the records required to be retained in WAC 246-101-210.
Nursing Administration: Communicable and Infectious Diseases	<i>Tuberculosis Cases and Contact Register</i>	HE55-01D-15 p. 35	Health Care and Treatment: Infectious and Communicable Disease Control and Prevention	<i>Case and Contact Registers – Tuberculosis</i>	HE55-01D-15 Rev. 1 p. 41	Retention cutoff added. Minor revisions to series title and description.



REVISED RECORDS SERIES

The records series listed below have been revised; changes and rational are provided. (List is in *Version 3.0* page order.)

<i>Public Health Version 3.0</i>			<i>New (Version 4.0) Disposition Authority Information</i>			
Nursing Administration: Communicable and Infectious Diseases	<i>Typhoid Fever Carrier Records and Agreements</i>	HE55-01D-18 p. 35	Health Care and Treatment: Infectious and Communicable Disease Control and Prevention	<i>Typhoid Fever Carriers</i>	HE55-01D-18 Rev. 1 p. 43	Minor revisions to series description and series title for clarity.
Nursing Administration: Maternal/Parent Child Health	<i>Passport Program Interagency Work Orders</i>	HE55-01G-04 p. 37	Legacy Records	<i>Passport Program Interagency Work Orders</i>	HE55-01G-04 Rev. 1 p. 63	Minor revisions to series description.
Nursing Administration: Women, Infants and Children	<i>Ineligible Patient Client Files</i>	HE55-01W-04 p. 40	Health Care and Treatment: Women, Infants, and Children (WIC) Program Operations	<i>Ineligible Client Files</i>	HE55-01W-04 Rev. 1 p. 45	Retention cutoff added. Series description added.
Nursing Administration: Women, Infants and Children	<i>Waiting Lists</i>	HE55-01W-10 p. 40	Health Care and Treatment: Women, Infants, and Children (WIC) Program Operations	<i>Waiting Lists</i>	HE55-01W-10 Rev. 1 p. 46	Retention cutoff added and retention increased from 3 years to 4 years after date of last entry to comply with State WIC Office requirements. Series description added.
Vital Statistics	<i>Affidavit of Correction Authorization</i>	HE55-01F-01 p. 43	Vital Records Management: Certification	<i>Birth/Death Certificate Affidavits of Correction</i>	HE55-01F-01 Rev. 1 p. 61	Series title revised for clarification. Agencies report these records are transferred to the Dept. of Health; retention requirement has been changed accordingly. Series description added.



REVISED RECORDS SERIES

The records series listed below have been revised; changes and rational are provided. (List is in *Version 3.0* page order.)

<i>Public Health Version 3.0</i>			<i>New (Version 4.0) Disposition Authority Information</i>			
Vital Statistics	<i>Application or Request for Certified Copy of Birth or Death Certificate</i>	HE55-01F-02 p. 43	Vital Records Management: Certification	<i>Certificate Requests</i>	HE55-01F-02 Rev. 1 p. 61	Retention cutoff added. Series title revised for simplification. Series description added.
Vital Statistics	<i>Birth Certificates</i>	HE55-01F-03 p. 44	Vital Records Management: Certification	<i>Birth/Death Certificates – 1907 and Later</i>	HE55-01F-03 Rev. 1 p. 61	Retention wording revised to account for original birth certificates that are sent to Dept. of Health.
Vital Statistics	<i>Burial/Cremation/Transit Permits – First Class City/County Health Districts</i>	HE55-01F-04 p. 44	Environmental Health: Licensing and Permitting	<i>Burial/Cremation/Transit Permits</i>	HE55-01F-04 Rev. 1 p. 17	Two DANs relating to burial/cremation/transit permits have been combined under this DAN because there is not a specific requirement to distinguish between first and second class departments/districts for retention purposes. Retention cutoff added. Series description added.
Vital Statistics	<i>Indexes to Vital Statistics</i>	HE55-01F-08 p. 46	Vital Records Management: Certification	<i>Indexes to Vital Records</i>	HE55-01F-08 Rev. 1 p. 62	Retention changed from “permanent” to “retain until the archival records are transferred to Washington State Archives then transfer to Washington State Archives.” (Based on similar CORE series.) Series description added.
Vital Statistics	<i>Inter and Disinter Permits</i>	HE55-01F-09 p. 46	Environmental Health: Licensing and Permitting	<i>Inter and Disinter Permits</i>	HE55-01F-09 Rev. 1 p. 19	Retention cutoff added. Series description added.
Vital Statistics	<i>High Priority Infant Tracking Sheets</i>	HE55-01G-02 p. 47	Legacy Records	<i>High Priority Infant Tracking Sheets</i>	HE55-01G-02 Rev. 1 p. 63	Series description added.



New Records Series

This table contains records series that are new to Version 4.0.

Function	Activity	Disposition Authority Number (DAN)	Title	Current, Approved Minimum Retention
Agency Management	<i>Community Relations</i>	HE2011-000 Rev. 0 p. 5	<i>Crisis Lines</i>	Retain for 6 years after date of contact then destroy.
Agency Management	<i>Community Relations</i>	HE2011-001 Rev. 0 p. 5	<i>Client Relations</i>	Retain for 8 years after inquiry/complaint/grievance then destroy.
Agency Management	<i>Quality Assurance and Compliance</i>	HE2011-002 Rev. 0 p. 6	<i>Client Accidents/Incidents – No Claim Filed (Age 18 and Older)</i>	Retain for 8 years after date of accident/injury then destroy.
Agency Management	<i>Quality Assurance and Compliance</i>	HE2011-003 Rev. 0 p. 6	<i>Client Accidents/Incidents – No Claim Filed (Under Age 18)</i>	Retain for 8 years after injury/accident and 6 years after juvenile attains age 18 then destroy.
Agency Management	<i>Quality Assurance and Compliance</i>	HE2011-004 Rev. 0 p. 7	<i>Health Insurance Portability and Accountability Act (H.I.P.A.A.) – Accountings of Disclosure</i>	Retain for 6 years after date of disclosure then destroy.
Agency Management	<i>Quality Assurance and Compliance</i>	HE2011-005 Rev. 0 p. 7	<i>Health Insurance Portability and Accountability Act (H.I.P.A.A.) – Changes/Corrections to Records</i>	Retain until destruction of protected health information subject to change(s) then destroy.
Agency Management	<i>Quality Assurance and Compliance</i>	HE2011-006 Rev. 0 p. 8	<i>Health Insurance Portability and Accountability Act (H.I.P.A.A.) - Complaints</i>	Retain for 6 years after final resolution then destroy.
Agency Management	<i>Quality Assurance and Compliance</i>	HE2011-007 Rev. 0 p. 8	<i>Health Insurance Portability and Accountability Act (H.I.P.A.A.) – Sanctions to Workers</i>	Retain for 6 years after fulfillment of sanction then destroy.
Agency Management	<i>Quality Assurance and Compliance</i>	HE2011-008 Rev. 0 p. 8	<i>Major Incident Reviews</i>	Retain for 8 years after date of incident then transfer to Washington State Archives for appraisal and selective retention.



New Records Series

This table contains records series that are new to Version 4.0.

Function	Activity	Disposition Authority Number (DAN)	Title	Current, Approved Minimum Retention
Agency Management	Quality Assurance and Compliance	HE2011-009 Rev. 0 p. 9	Medical Staff Credentialing/Privileging	Retain for 8 years after termination of employment then transfer to Washington State Archives for appraisal and selective retention.
Agency Management	Quality Assurance and Compliance	HE2011-010 Rev. 0 p. 9	Release of Information Logs	Retain for 6 years after date of entry then destroy.
Agency Management	Quality Assurance and Compliance	HE2011-011 Rev. 0 p. 9	Standard of Care	Retain for 8 years after obsolete or superseded then transfer to Washington State Archives.
Asset Management	Maintenance	HE2011-012 Rev. 0 p. 10	Radiation Instrument Calibration (Drinking Water)	Retain for the life of the agency then transfer to Washington State Archives.
Asset Management	Maintenance	HE2011-013 Rev. 0 p. 10	Sterilizer Spore Tests	Retain for 3 years after date of test then destroy.
Environmental Health Management	Auditing and Inspection	HE2011-014 Rev. 0 p. 13	On-Site Sewage Systems – Maintenance and Inspection	Retain until notification that system has been decommissioned then destroy.
Environmental Health Management	Auditing and Inspection	HE2011-015 Rev. 0 p. 14	Recreational Shellfish Beach Classifications	Retain for 1 year after updated/superseded then transfer to Washington State Archives.
Environmental Health Management	Auditing and Inspection	HE2011-016 Rev. 0 p. 15	Solid Waste – Characterization and Disposal (General)	Retain for 5 years after advice provided then destroy.
Environmental Health Management	Licensing and Permitting	HE2011-017 Rev. 0 p. 19	Hazardous Waste – Permits	Retain for 50 years after expiration of permit then transfer to Washington State Archives.



New Records Series

This table contains records series that are new to Version 4.0.

Function	Activity	Disposition Authority Number (DAN)	Title	Current, Approved Minimum Retention
Environmental Health Management	<i>Licensing and Permitting</i>	HE2011-018 Rev. 0 p. 22	<i>Water Recreation Facility Permits</i>	Retain for 3 years after expiration then transfer to Washington State Archives for appraisal and selective retention.
Environmental Health Management	<i>Testing and Analysis</i>	HE2011-019 Rev. 0 p. 23	<i>Drinking Water – Laboratory Assessments/Certification Reviews</i>	Retain for 6 years after completion of assessment/review and until completion of two subsequent audits then destroy.
Environmental Health Management	<i>Testing and Analysis</i>	HE2011-020 Rev. 0 p. 23	<i>Drinking Water – Radionuclide Analysis of Compliance</i>	Retain for 10 years after date of report then destroy.
Environmental Health Management	<i>Testing and Analysis</i>	HE2011-021 Rev. 0 p. 24	<i>Laboratory Quality Assurance and Control (Environmental Lab)</i>	Retain for 10 years after conclusion of analysis/testing/calibration or until completion of Dept. of Ecology audit, whichever is sooner then destroy.
Environmental Health Management	<i>Testing and Analysis</i>	HE2011-022 Rev. 0 p. 25	<i>Public Water Systems – Analysis for Lead/Copper</i>	Retain for 12 years after date of report then destroy.
Environmental Health Management	<i>Testing and Analysis</i>	HE2011-023 Rev. 0 p. 25	<i>Public Water Systems – Bacteriological and Turbidity Analyses</i>	Retain for 5 years after completion of analysis then destroy.
Environmental Health Management	<i>Testing and Analysis</i>	HE2011-024 Rev. 0 p. 27	<i>Public Water Systems – Chemical Analyses</i>	Retain for the life of the water system then destroy.
Environmental Health Management	<i>Testing and Analysis</i>	HE2011-025 Rev. 0 p. 28	<i>Sample Management</i>	Retain for 10 years after conclusion of sample testing then destroy.
Environmental Health Management	<i>Testing and Analysis</i>	HE2011-026 Rev. 0 p. 29	<i>Effluent/Discharge Monitoring Data and Supporting Documentation</i>	Retain for 10 years after testing completed and until fulfillment of retention requirement(s) specified on NPDES permit then destroy.



New Records Series

This table contains records series that are new to Version 4.0.

Function	Activity	Disposition Authority Number (DAN)	Title	Current, Approved Minimum Retention
Health Care and Treatment	<i>Client Administration</i>	HE2011-027 Rev. 0 p. 30	<i>Encounter Forms/Fee Sheets</i>	Retain for 6 years after provision of health-related services then destroy.
Health Care and Treatment	<i>Client Administration</i>	HE2011-028 Rev. 0 p. 32	<i>Operative Indexes</i>	Retain for 10 years after date of entry then transfer to Washington State Archives.
Health Care and Treatment	<i>Client Billing</i>	HE2011-029 Rev. 0 p. 33	<i>Clinical Resource Management/Utilization Review</i>	Retain for 8 years after completion of utilization review then destroy.
Health Care and Treatment	<i>Client Medical Records</i>	HE2011-030 Rev. 0 p. 36	<i>Client Medical Records – Under Age 18</i>	Retain for 8 years after last provision of health-related services and 3 years after client attains age 18 then destroy.
Health Care and Treatment	<i>Client Medical Records</i>	HE2011-031 Rev. 0 p. 36	<i>Client Medical Records – Disclosure Authorized</i>	Retain for 1 year after receipt of authorization to disclose then destroy.
Health Care and Treatment	<i>Client Medical Records</i>	HE2011-032 Rev. 0 p. 37	<i>Counseling</i>	Retain for 5 years after client's last visit then destroy.
Health Care and Treatment	<i>Client Medical Records</i>	HE2011-033 Rev. 0 p. 37	<i>Interpretation Requests</i>	Retain until added to client's medical record.
Health Care and Treatment	<i>Client Medical Records</i>	HE2011-034 Rev. 0 p. 37	<i>Radiologic Reports</i>	Retain for 5 years after date of report then destroy.
Health Care and Treatment	<i>Client Medical Records</i>	HE2011-035 Rev. 0 p. 38	<i>Staff Signature Lists</i>	Retain for 8 years after obsolete or superseded then destroy.



New Records Series

This table contains records series that are new to Version 4.0.

Function	Activity	Disposition Authority Number (DAN)	Title	Current, Approved Minimum Retention
Health Care and Treatment	<i>Clinical Laboratory</i>	HE2011-036 Rev. 0 p. 39	<i>Specimen Testing (Clinical Laboratory)</i>	Retain for 2 years after completion of testing then destroy.
Health Care and Treatment	<i>Clinical Laboratory</i>	HE2011-037 Rev. 0 p. 40	<i>Test Procedures</i>	Retain for 2 years after procedure has been discontinued then destroy.
Health Care and Treatment	<i>Clinical Laboratory</i>	HE2011-038 Rev. 0 p. 40	<i>Test Reports – General</i>	Retain for 2years after examination of slide then destroy.
Health Care and Treatment	<i>Infectious and Communicable Disease Control and Prevention</i>	HE2011-039 Rev. 0 p. 41	<i>Emergency Detention Orders</i>	Retain for 3 years after expiration of order then transfer to Washington State Archives for appraisal and selective retention.
Health Care and Treatment	<i>Infectious and Communicable Disease Control and Prevention</i>	HE2011-040 Rev. 0 p. 42	<i>Emergency Incident Response</i>	Retain for 8 years after provision of last incident-related services then transfer to Washington State Archives for appraisal and selective retention.
Health Care and Treatment	<i>Women, Infants, and Children (WIC) Program Operations</i>	HE2011-041 Rev. 0 p. 44	<i>A-19 Billing Requests</i>	Retain for 4 years after date submitted then destroy.
Health Care and Treatment	<i>Women, Infants, and Children (WIC) Program Operations</i>	HE2011-042 Rev. 0 p. 44	<i>CIMS (Client Information Management System) Supplemental Documentation</i>	Retain for 4 years after date of document then destroy.
Health Care and Treatment	<i>Women, Infants, and Children (WIC) Program Operations</i>	HE2011-043 Rev. 0 p. 45	<i>Expenditure Reports</i>	Retain for 4 years after report submitted then destroy.
Health Care and Treatment	<i>Women, Infants, and Children (WIC) Program Operations</i>	HE2011-044 Rev. 0 p. 45	<i>Language Interpreter Usage Logs</i>	Retain for 4 years after date of last entry then destroy.



New Records Series

This table contains records series that are new to Version 4.0.

Function	Activity	Disposition Authority Number (DAN)	Title	Current, Approved Minimum Retention
Health Care and Treatment	<i>Women, Infants, and Children (WIC) Program Operations</i>	HE2011-045 Rev. 0 p. 46	<i>Nutrition Education Plan</i>	Retain for 4 years after date submitted to state WIC office then destroy.
Health Care and Treatment	<i>Women, Infants, and Children (WIC) Program Operations</i>	HE2011-046 Rev. 0 p. 46	<i>Terminated Client Files</i>	Retain for 4 years after study completed then destroy.
Health Care and Treatment	<i>Women, Infants, and Children (WIC) Program Operations</i>	HE2011-047 Rev. 0 p. 46	<i>Time Studies</i>	Retain for 4 years after study completed then destroy.
Human Resource Management	<i>Staff Development/ Training</i>	HE2011-048 Rev. 0 p. 48	<i>Health Insurance Portability and Accountability Act (H.I.P.A.A.) – Training</i>	Retain for 6 years after superseded then destroy.
Human Resource Management	<i>Performance Management</i>	HE2011-049 Rev. 0 p. 47	<i>Staff Plans/Schedules</i>	Retain until completion of Joint Commission on Accreditation of Healthcare Organization audit then destroy.
Human Resource Management	<i>Performance Management</i>	HE2011-050 Rev. 0 p. 47	<i>Physician Call Schedules</i>	Retain for 5 years after superseded then destroy.
Pharmacy Management	<i>Client Management</i>	HE2011-051 Rev. 0 p. 49	<i>Client Profile and Medication Records – Age 18 and Over</i>	Retain for 8 years after date of last dispensing activity then destroy.
Pharmacy Management	<i>Client Management</i>	HE2011-052 Rev. 0 p. 50	<i>Client Profile and Medication Records – Under Age 18</i>	Retain for 8 years after client attains age 18 then destroy.
Pharmacy Management	<i>Drug Accountability</i>	HE2011-053 Rev. 0 p. 50	<i>Drug Batch Data</i>	Retain for 50 years after completion/cessation of batch distribution then destroy.



New Records Series

This table contains records series that are new to Version 4.0.

Function	Activity	Disposition Authority Number (DAN)	Title	Current, Approved Minimum Retention
Pharmacy Management	<i>Drug Accountability</i>	HE2011-054 Rev. 0 p. 51	<i>Inmate Medications</i>	Retain for 8 years after date medication(s) provided then destroy.
Pharmacy Management	<i>Inventory/ Distribution</i>	HE2011-055 Rev. 0 p. 51	<i>Pharmaceutical Distribution Errors</i>	Retain for 8 years after date of error then destroy.
Pharmacy Management	<i>Inventory/ Distribution</i>	HE2011-056 Rev. 0 p. 52	<i>Therapeutically Equivalent Drug Substitutions</i>	Retain for 10 years after last authorized dispensation then destroy.
Pharmacy Management	<i>Quality Assurance/ Control</i>	HE2011-057 Rev. 0 p. 53	<i>Pharmaceutical Complaints and Investigations</i>	Retain for 2 years after distribution of drug has been completed and 1 year after expiration of drug then destroy.
Pharmacy Management	<i>Quality Assurance/ Control</i>	HE2011-058 Rev. 0 p. 53	<i>Pharmaceutical Recalls</i>	Retain for 8 years after last dispensation of drug then destroy.
Pharmacy Management	<i>Quality Assurance/ Control</i>	HE2011-059 Rev. 0 p. 53	<i>Pharmacy Policy, Procedure, and Training Manuals</i>	Retain for 2 years after superseded then transfer to Washington State Archives.
Research Management	<i>Clinical Trials</i>	HE2011-060 Rev. 0 p. 54	<i>Bioavailability/Bioequivalence Samples – Food and Drug Administration Application Approved</i>	Retain for 5 years after date on which FDA application or supplemental application is approved then destroy.
Research Management	<i>Clinical Trials</i>	HE2011-061 Rev. 0 p. 54	<i>Bioavailability/Bioequivalence Samples – No Food and Drug Administration Application Approved</i>	Retain for 5 years after date of completion of related bioavailability study then destroy.



New Records Series

This table contains records series that are new to Version 4.0.

Function	Activity	Disposition Authority Number (DAN)	Title	Current, Approved Minimum Retention
Research Management	<i>Clinical Trials</i>	HE2011-062 Rev. 0 p. 55	<i>Device Trials</i>	Retain for 2 years after date investigation completed/terminated and 2 years after records are no longer required as supporting documentation for premarket approval application or a notice of completion of a product development protocol then destroy.
Research Management	<i>Clinical Trials</i>	HE2011-063 Rev. 0 p. 55	<i>Trial Drug Management – Food and Drug Administration Application Approved</i>	Retain for 2 years after date marketing application is approved then destroy.
Research Management	<i>Clinical Trials</i>	HE2011-064 Rev. 0 p. 55	<i>Trial Drug Management – No Food and Drug Administration Application Approved</i>	Retain for 2 years after investigation discontinued and Food and Drug Administration notified then destroy.
Research Management	<i>Clinical Trials</i>	HE2011-065 Rev. 0 p. 56	<i>Investigators' Financial Interest</i>	Retain for 6 years after date of application approval then destroy.
Research Management	<i>Clinical Trials</i>	HE2011-066 Rev. 0 p. 57	<i>In Vivo/In Vitro Tests</i>	Retain for 2 years after expiration date of the batch then destroy.
Research Management	<i>Clinical Trials</i>	HE2011-067 Rev. 0 p. 57	<i>Subject Case Histories – Food and Drug Administration Application Filed</i>	Retain for 2 years after date marketing application is approved then destroy.
Research Management	<i>Clinical Trials</i>	HE2011-068 Rev. 0 p. 58	<i>Subject Case Histories – No Food and Drug Administration Application Filed</i>	Retain for 2 years after investigation discontinued and the Food and Drug Administration notified then destroy.
Research Management	<i>Institutional Review Boards</i>	HE2011-069 Rev. 0 p. 59	<i>Institutional Review Boards (IRBs) – General Board Records</i>	Retain for 3 years after date of document then transfer to Washington State Archives.



New Records Series

This table contains records series that are new to Version 4.0.

Function	Activity	Disposition Authority Number (DAN)	Title	Current, Approved Minimum Retention
Research Management	<i>Institutional Review Boards</i>	HE2011-070 Rev. 0 p. 59	<i>Institutional Review Boards – Principal Investigator Records</i>	Retain for 6 years after completion of research then destroy.
Research Management	<i>Institutional Review Boards</i>	HE2011-071 Rev. 0 p. 60	<i>Institutional Review Boards (IRBs) – Research Conducted</i>	Retain for 3 years after completion/termination of research then destroy.
Vital Records Management	<i>Certification</i>	HE2011-072 Rev. 0 p. 61	<i>Certificate Request Logs</i>	Retain for 2 years after date of entry then destroy.
Legacy Records	<i>Birth/Death Certificates – Pre-1907</i>	HE2011-073 Rev. 0 p. 63	<i>Birth/Death Certificates – Pre-1907</i>	Retain until no longer needed for agency business then transfer to Washington State Archives.



QUICK CHECK: Increased Retention Periods

This table contains records series whose minimum retention periods have increased – or may result in increases due to more well-defined cut-offs.

Current Minimum Retention			Version 4.0 Proposed Minimum Retention			
Previous DAN	Title	Retention	Current DAN	Function: Activity	Title	Retention
HE55-01A-06 p. 5	<i>DSHS Billing Records</i>	3 years after audit or expiration of contract, whichever is longer.	HE55-01A-06 Rev. 1 p. 33	Health Care and Treatment: Client Billing	<i>Department of Social and Health Services Billing</i>	Retain for 6 years after expiration of Department of Social and Health Services contract then destroy.
HE55-01A-10 p. 6	<i>Licenses Issued Register</i>	Until expiration of last license listed.	HE55-01A-10 Rev. 1 p. 20	Environmental Health Management: Licensing and Permitting	<i>Licenses Issued Registers</i>	Retain for 6 years after expiration of last license listed then transfer to Washington State Archives for appraisal and selective retention.
HE55-01J-14 p. 15	<i>Permits and Approvals</i>	6 years.	HE55-01J-14 Rev. 1 p. 21	Environmental Health Management: Licensing and Permitting	<i>Permits and Approvals</i>	Retain for 6 years after expiration of permit/approval then destroy.
HE55-01K-02 p. 19	<i>Complaints Filed</i>	6 years.	HE2011-001 Rev. 0 p. 5	Agency Management: Community Relations	<i>Client Relations</i>	Retain for 8 years after inquiry/complaint/grievance then destroy.
HE55-02H-03 p. 25	<i>Water Reports</i>	5 years.	HE55-02H-03 Rev. 1 p. 28	Environmental Health Management: Testing and Analysis	<i>Public Water Systems – General</i>	Retain for 5 years after conclusion of analysis then destroy.
HE55-01C-14 p. 28	<i>Patient Eligibility Records</i>	3 years after audit.	HE55-01C-14 Rev. 1 p. 33	Health Care and Treatment: Client Billing	<i>Client Billing and Financial Assistance</i>	Retain for 6 years after final account activity then destroy.



QUICK CHECK: Increased Retention Periods

This table contains records series whose minimum retention periods have increased – or may result in increases due to more well-defined cut-offs.

Current Minimum Retention			Version 4.0 Proposed Minimum Retention			
Previous DAN	Title	Retention	Current DAN	Function: Activity	Title	Retention
HE55-01D-06 p. 33	<i>Food Borne Illness Complaints and Investigations</i>	6 years.	HE55-01D-06 Rev. 1 p. 18	Environmental Health Management: Licensing and Permitting	<i>Food Borne Illness Complaints and Investigations</i>	Retain for 6 years after matter settled then transfer to Washington State Archives.
HE55-01W-10 p. 40	<i>Waiting Lists</i>	3 years.	HE55-01W-10 Rev. 1 p. 46	Health Care and Treatment: Women, Infants, and Children (WIC) Program Operations	<i>Waiting Lists</i>	Retain for 4 years after date of last entry then destroy to be consistent with State WIC office retention guidelines for local clinics.
HE55-01F-04 p. 44	<i>Burial/Cremation /Transit Permits – First Class City/County Health Districts</i>	1 year. Potential archival value.	HE55-01F-04 Rev. 1 p. 17	Environmental Health Management: Licensing and Permitting	<i>Burial/Cremation/Transit Permits</i>	Retain for 1 year after expiration of permit then transfer to Washington State Archives for appraisal and selective retention.
HE55-01F-09 p. 46	<i>Inter and Disinter Permits</i>	6 years. Potential archival value.	HE55-01F-09 Rev. 1 p. 19	Environmental Health Management: Licensing and Permitting	<i>Inter and Disinter Permits</i>	Retain for 6 years after expiration of permit then transfer to Washington State Archives for appraisal and selective retention.



QUICK CHECK: Decreased Retention Periods

This table contains records series whose minimum retention periods have decreased.

Current Minimum Retention			Version 4.0 Proposed Minimum Retention			
DAN	Title	Retention	DAN	Function: Activity	Title	Retention
HE55-01J-02 p. 13	<i>Closed Solid Waste Landfill Files</i>	Permanent. Potential archival value.	HE55-01J-02 Rev. 1 p. 21	Environmental Health Management: Licensing and Permitting	<i>Solid Waste – Closed Landfills</i>	Retain for 50 years after site closure then transfer to Washington State Archives.
HE55-01J-13 p. 15	<i>Permit and Approval Summaries</i>	Permanent.	HE55-01J-13 Rev. 1 p. 21	Environmental Health Management: Licensing and Permitting	<i>Permit and Approval Summaries</i>	Retain for 6 years after expiration/termination of permit or approval then transfer to Washington State Archives for appraisal and selective retention.
HE55-01J-18 p. 16	<i>Septic System Approvals and Permits</i>	Permanent.	HE55-01J-18 Rev. 1 p. 20	Environmental Health Management: Licensing and Permitting	<i>On-Site Sewage Systems – Permits</i>	Retain until notification that system has been decommissioned then transfer to Washington State Archives.
HE55-01J-21 p. 17	<i>Sewage Treatment Site Inspections</i>	Permanent	HE55-01J-21 Rev. 1 p. 14	Environmental Health Management: Auditing and Inspection	<i>Sewage Treatment Site Inspections</i>	Retain for 50 years after closure of sewage treatment site then transfer to Washington State Archives for appraisal and selective retention.



QUICK CHECK: Decreased Retention Periods

This table contains records series whose minimum retention periods have decreased.

Current Minimum Retention			Version 4.0 Proposed Minimum Retention			
HE55-01J-24 p. 17	Solid Waste Transfer Station Files	Permanent.	HE55-01J-24 Rev. 1 p. 15	Environmental Health Management: Auditing and Inspection	Solid Waste – Facility Inspections	Retain for the life of the facility then transfer to Washington State Archives for appraisal and selective retention.
HE55-01J-26 p. 18	Water Well Logs	6 years.	HE55-01J-26 Rev. 1 p. 16	Environmental Health Management: Auditing and Inspection	Water Well Reports	Retain until no longer needed for agency business then destroy.
HE55-01M-02 p. 22	Chemical Site Inspections	Permanent. Potential archival value.	HE55-01M-02 Rev. 1 p. 13	Environmental Health Management: Auditing and Inspection	Hazardous Waste – Chemical Site Inspections	Retain until no longer needed for agency business then transfer to Washington State Archives for appraisal and selective retention.
HE55-01M-04 p. 22	Waste Permits	Permanent.	HE55-01M-04 Rev. 1 p. 15	Environmental Health Management: Auditing and Inspection	Solid Waste – Characterization and Disposal (Hazardous Waste)	Retain for 50 years after advice provided then destroy.
HE55-01F-01 p. 43	Affidavit of Correction Authorization	Permanent – may be attached to the original certificate copy. DOH retains official copy.	HE55-01F-01 Rev. 1 p. 61	Vital Records Management: Certification	Birth/Death Certificate Affidavits of Correction	Retain for 1 year after transmitted to Department of Health then destroy.
HE55-01F-03 p. 44	Birth Certificates	Permanent copy not filed electronically with the Department of health. Potential archival value.	HE55-01F-03 Rev. 1 p. 61	Vital Records Management: Certification	Birth/Death Certificates – 1907 and Later	Retain until no longer needed for agency business then transfer to Washington State Archives.



QUICK CHECK: Decreased Retention Periods

This table contains records series whose minimum retention periods have decreased.

Current Minimum Retention			Version 4.0 Proposed Minimum Retention			
HE55-01F-06 p. 45	<i>Death Certificates</i>	Permanent. Potential archival value.	HE55-01F-03 Rev. 1 p. 61	Vital Records Management: Certification	<i>Birth/Death Certificates – 1907 and Later</i>	Retain until no longer needed for agency business then transfer to Washington State Archives.
HE55-01F-08 p. 46	<i>Indexes to Vital Statistics Certificates</i>	Permanent. Potential archival value.	HE55-01F-08 Rev. 1 p. 62	Vital Records Management: Certification	<i>Indexes to Vital Records</i>	Retain until the archival records are transferred to Washington State Archives then transfer to Washington State Archives.