

Department of Health

Division	Schedule	Title	Description	Disposition Instructions
Communicable Disease - Tuberculosis and	5890	Tuberculosis Patient Files	This series consists of files related to the medical histories of patients with tuberculosis treated by the Department of Health through	Transfer inactive paper files from county health department offices to the Mississippi Department of Health;
Dental Health	3365	Dental Treatment Plans	This series consists of files related to dental treatment of children qualified for agency assistance. Included are application for services, treatment plans, invoices from	Hold in the current files area three (3) years; then destroy.
Early Intervention	6069	Child & Adolescent Health Referral Forms	This series consists of referral forms collected to notify the division of potentially eligible infants and toddlers who may have a developmental delay or a disability likely to result in a developmental delay. The Children	Hold files in First Steps Intervention System (FSIS) until child exceeds three (3) years of age. Retain electronic files permanently unless deletion is requested by the parent/guardian.
Emergency Medical Services	1726	Administrative Files	Documents relating to administration of EMS. Included are general correspondence, seminar information and newsletters. This series is cut off at the end of the fiscal year.	Hold in the current files area two (2) years; then destroy.
Epidemiology	3332	Reportable Disease Card	This series consists of Reportable Disease Cards (Form No.135). The form is completed by the health care provider who treats a patient with a covered communicable disease and sent	Hold in the current files area four (4) years; then destroy. Audit must have been released three (3) years.
Epidemiology	3333	Disease Surveillance Reports and Follow-Up Forms	This series consists of disease surveillance and follow-up reporting forms used for sending data on reportable diseases to the Centers for Disease Control in Atlanta. Examples are Legionellosis Case Investigation Report forms,	Hold in the current files area four (4) years; then destroy. Audit must have been released three (3) years.
Family Planning	3362	Family Planning Master Report and Title XX Report	This series consists of records relating to the Family Planning Master Report and the Title XX Report filed by the Family Planning Division with the federal Department of Health and Human Services. Included are reports from county departments and electronically stored data tabulated from those reports. Also	Destroy county reports after entry into database; hold electronic data ten (10) years; then destroy. Hold existing microfilm ten (10) years; then destroy.

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General Environmental Services	4748	Americans With Disabilities Act (ADA) Compliance Files	This series consists of records related to inspections for compliance with the Americans with Disabilities Act. Included is correspondence.	Hold paper files and electronic files in the current files area five (5) years, then transfer to State Archives.
General Environmental Services	4750	Lead Program Files	This series consists of files related to inspections/assessments of dwellings frequented by children with elevated blood lead levels. Included are x-ray fluorescence forms, inspection forms, internal reports, location of	Hold paper files and electronic files in the current files area five (5) years, then transfer to State Archives.
Genetic Screening	3533	Newborn Screening	This series consists of lab slips related to test performed on newborn infants for genetic disorders. Documentation includes infant's name, mother's name, street address, county, child's physician, date of birth, birth weight, sex, and date of collection.	Hold in the current files area three (3) years after data entry; microfilm; destroy hard copy in keeping with the confidential nature of the records. Hold backup tape five (5) years. Computer printouts are updated and forwarded to the county health dept. Agency maintains master negative.
Immunization	2179	Child Care Assessment Reports	Documents relating to immunization status of children for districts 1-9. Included are child's name, birth date, immunization status, vaccine received, totals, vaccine received, total assessment letters and correspondence.	Hold in the current files area three (3) years; then destroy.
Immunization	2183	Rubella/Measles Files	Documents relating to rubella. Included are community investigation form for suspect cases of measles or rubella, preliminary plan, preliminary plan, guidelines, correspondence, name, sex, race, rash/fever information, rubella screening, date reported, rubella susceptibles	Hold in the current files area five (5) years; then destroy.

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Immunization	2239	School Files	Documents relating to distribution of immunizations at school. Included are school law matter and school compliance. This series is cut off at the end of the calendar year.	Hold in the current files area three (3) years; then destroy.
Immunization	3464	Adverse Reaction Files - Departmental Copy	Files of adverse reactions to immunization administrations. Included are report forms from service providers, patient information, descriptions of reaction type, correspondence, annual log books, and other files. This series is cut off at the end of the calendar year.	Hold in the current files area three (3) years; then destroy.
Immunization	3957	Vaccine General Files	Files related to vaccine cost, doses administered, and vaccine inventory information. Included are vaccine cost estimates, vaccine administration comparisons, vaccine summaries, doses administered reports, federal and state vaccine requisitions, federal contracts for vaccine purchases, vaccine inventory worksheets, and immunization monthly report(Form 130). This series is cut off at the end of the fiscal year.	Hold in the current files area four (4) years; then dispose. Audit must have been release three (3) years.
Immunization	3958	General Immunization Files (Administrative)	This series consists of files related to the administration of the Immunization Program by the Dept. of Health. Included are general correspondence with the county health dept. and in-service files. The in-service information is in the form of fact sheets detailing new and combination vaccines. This series is cut off at the end of the calendar year.	Hold in the current files area two (2) years; transfer to SRC and hold one (1) year; then dispose.

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Immunization	5845	Vaccines for Children (VFC) Files	This series consists of files related to the Vaccines for Children (VFC) Program allows children up through eighteen years of age to receive free vaccines. Eligible children include those who receive Medicaid, Native Americans or Alaskan Natives, uninsured children and children who have health insurance but when immunizations are not covered. Included are the provider agreements, provider profiles, correspondence and related files.	Hold in the current files area three (3) years; transfer to SRC for five (5) years, then dispose.
Immunization	5996	MS Immunization Information eXchange (MIIX) User Files	This series consists of files and agreements related to MIIX with health providers who enter and access data in MIIX. Included are the user agreements, correspondence and related files.	Hold two (2) years; transfer to SRC; hold five (5) years, then dispose.
Infant and Toddler Early Intervention	4565	Infant Hearing Screening Logs	newborn/infants who have received hearing screening after birth. Newborn hearing screening is available through the Early Intervention Program in all major hospitals in the state in order to detect and treat hearing loss. Included are Infant Hearing Screening Log Data Summaries & Child Data Referral Forms. This series is cut off at the end of the calendar year.	Hold in the current files area two (2) years; transfer to SRC; hold three (3) years, then dispose.

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Infant and Toddler Early Intervention	4566	Audiological/Diagnostic/Follow-Up Reports (Confirm Hearing Loss)	Files of newborn/infants patients who have confirmed hearing loss. The hospitals provide documentation and reporting of all newborn/infants that did not pass the initial screening or the retest screening. Included are Child Data Referral forms, HRC Tracking Reports, Service Provider Reports, parent letters, Child Data Referral Forms, HRC Checklist, correspondence, and Newborn and Infant Hearing Screening Reports. This series is cut off at the end of the calendar year.	Hold in the current files area two (2) years; transfer to SRC; hold three (3) years, then dispose.
Infant and Toddler Early Intervention	4567	Audiological Diagnostic/Follow-Up Reports (Loss and No Show)	Files of newborn/infant patients who did not show for their referral appointments related to the hearing screening. Included are Newborn/Infant Hearing Screening Reports, parent letters, Child Data Referral Forms, and HRC Checklists. Documentation includes demographic data, risk status, results, hearing loss, and plan of care. This series is cut off at the end of the calendar year.	Hold in the current files area two (2) years; transfer to SRC; hold three (3) years, then dispose.
Infant and Toddler Early Intervention	4568	Audiological Diagnostic/Follow-Up Reports (Pass)	Files of newborn/infants that passed the hearing evaluation available through Diagnostic Clinics. Included are Audiological Diagnostic Reports. Documentation includes demographics, hospitals information, screening dates, and hearing screen results. This series is cut off at the end of the calendar year.	Hold in the current files area two (2) years; transfer to SRC; hold three (3) years, then dispose.

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Infant and Toddler Early Intervention	4569	Newborn/Infant Hearing Screening Reports (No Show)	Files of newborns and infants who have had hearing screenings, but did not show for follow-ups for further tests at the hospitals. Included are Newborn/Infant Hearing Screening Reports, parent letters, and action logs. This series is cut off at the end of the calendar year.	Hold in the current files area two (2) years; transfer to SRC; hold three (3) years, then dispose.
Personnel	2890	Profile Files	Documents relating to employee's position. Included are name, title, location, social security number, job code, and month salary.	Hold in the current files area until position is abolished; then destroy.
Planning & Resource Development	1089	Correspondence (Certificate of Need)	Files contain correspondence directly related to certificate of need applications.	Hold in the current files area and purge every two (2) years. Destroy unnecessary material.
Planning & Resource Development	1090	General Correspondence	Documents relating to general correspondence about health care providers contain no certificate of need correspondence.	Hold in the current files area and purge every two (2) years. Destroy unnecessary material.
Planning & Resource Development	3078	Hospital and Nursing Home Certificate of Need Application Files	Files consist of application of hospitals or nursing homes for a new or amended certificate of need. Such certificate must be issued by the State Dept. of Health prior to any expansion of hospital services. Included in each file is the application, supporting documentation, correspondence from proponents and opponents of the applicant, comments, minutes and final orders.	Hold in the current files area until application processed and litigation ended; transfer to local holding area for five (5) years; transfer to SRC and hold five (5) years; then transfer to State Archives for review and permanent retention of historically valuable material.

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Policy, Planning & Analysis	2636	Administrative Files	Documents relating to Administration of Policy and Planning. Included are general correspondence, grants, contracts, program correspondence, correspondence, and relations to liaison between other state/federal	Hold in the current files area two (2) years; transfer to SRC and hold three (3) years; then transfer to State Archives for review and permanent retention of the historically valuable
Tuberculosis Control Unit	1118	Computer Disk (PHSTB Case, Drug, Culture)	Documents relating to medical history of TB patients. Included are demographic information, date of diagnosis, lab reports and drugs administered.	Dump records of inactive patients who have been closed by the health department for more than one (1) year into the Computer Tape (TB Case, Drug, and Culture History).
Tuberculosis Control Unit	1119	Computer Tape (TB Case, Drug, Culture History)	Documents relating to medical history of TB patients. Included are demographic information, date of diagnosis, lab reports and drugs administered.	Dump records of inactive patients who have been closed by the health dept. for three (3) years or more into the computer Tape (TB Case, Drug, and Culture Ancient).
Tuberculosis Control Unit	1120	Computer Tape (TB Case, Drug, Culture Ancient)	Documents relating to medical history of TB patients. Included are demographic information, date of diagnosis, lab reports and drugs administered.	Hold in the current files area seven (7) years after date of expiration and then destroy or until patient reaches the age of 100.
Tuberculosis Control Unit	2544	X-Rays	Documents related to tuberculosis. Included are x-rays. This series is cut off at the end of the calendar year.	Hold in the current files area four (4) years if a written and signed interpretation by a board certified radiologist or pulmonologist has been obtained; then destroy. If no interpretation, and x-ray is for a minor (<21), hold seven years beyond twenty-first (21st) birthday or ten (10) years whichever is greater. If >21 retain more than ten (10) years then destroy.

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Vital Records	2716	Transcripts of Birth & Death Records	Documents relating to Mississippi residents birth & death certificates from other states.	Hold in the current files area two (2) years; transfer to SRC and hold eight (8) years; then destroy.
Water Supply	4954	Technical Files	This series consists of records related to the review of plans and specification for new or existing water supplies. Each applicant must submit an operation and maintenance plan for review and approval by the Health Department. Included are copies of plans, correspondence, master data sheets, physical and chemical water analysis, certification letters, inspection reports, and assessment forms.	Hold in the current files area until reformatted. Dispose of hard copy and microfilm once digitized. Transfer copies of digital images to State Archives annually in format to be agreed upon at time of transfer.
Water Supply	4955	Construction Plans	This series consists of construction and final plans for water supply systems throughout Mississippi. Included are plans in hard copy, microfilm and scanned images.	Hold in the current files area until reformatted. Dispose of hard copy once digitized. Transfer copies of digital images to State Archives annually in format to be agreed upon at time of transfer.
Women, Infants, and Children (WIC)	6194	Women, Infants, and Children (WIC) Program Certification Files	This series consists of files relating to certification of eligibility of individuals to participate in the Women, Infants and Children (WIC) Program. Included are WIC certification forms.	Hold six (6) years, then dispose.