



LAWRENCE COUNTY HEALTH DEPARTMENT RECORDS RETENTION

Public Health
Prevent. Promote. Protect.

Lawrence County Health Department

GENERAL ADMINISTRATION

RECORD SERIES TITLES	RETENTION PERIOD
AGREEMENTS AND CONTRACTS	15 YEARS
ANNUAL REPORTS	PERMANENT
APPLICATIONS FOR EMPLOYMENT	1 YEAR
CORRESPONDENCE	1-5 YEARS, AT DISCRETION OF OFFICE
DAILY ACTIVITY REPORTS	5 YEARS
DAILY COMPLAINT LOGS	2 YEARS
EQUIPMENT INVENTORIES	3 YEARS
GRANT RECORDS	5 YEARS
INSURANCE POLICIES	5 YEARS, PROVIDED ALL CLAIMS SETTLED
LEAVE RECORDS	5 YEARS
LEGAL OPINIONS	UNTIL SUPERSEDED
MINUTES OF THE BOARD OF HEALTH	PERMANENT
MINUTES OF THE DISTRICT ADVISORY COUNCIL	PERMANENT
PERSONNEL FILES	PERMANENT
REQUEST FOR BIDS	3 YEARS, PROVIDED AUDITED
REQUEST FOR PROPOSALS	3 YEARS, PROVIDED AUDITED
REQUEST FOR QUOTES	3 YEARS, PROVIDED AUDITED
REGULATIONS/DIRECTIVES/POLICIES/RULES	UNTIL SUPERSEDED, THEN RETAIN ONE COPY
UNEMPLOYMENT RECORDS	5 YEARS, PROVIDED AUDITED
TRAINING FILES	6 YEARS AFTER TERMINATION OF EMPLOYEE
WORKERS COMPENSATION CLAIMS	10 YEARS AFTER FINAL PAYMENT