

MEDICAL/LABORATORY

RECORD SERIES TITLES	RETENTION PERIOD
AUDIOGRAMS (HEARING TESTS)	FILE WITH CASE FILES
BCMh RECORDS	5 YEARS AFTER LAST CONTACT
CHILDREN'S HEALTH RECORDS	5 YEARS AFTER LAST CONTACT
COMMUNICABLE DISEASE RECORDS	PERMANENT
DENTAL RECORDS	2 YEARS AFTER TREATMENT
EPIDEMIOLOGICAL CASE RECORDS	5 YEARS AFTER CASE IS CLOSED
HEALTH SERVICE REPORTS	PERMANENT
IMMUNIZATION CARDS	UNTIL PERSON TURNS 21 YEARS OLD
LABORATORY REPORTS	POSITIVE DIPHTHERIA, TUBERCULOSIS, OR VENEREAL DISEASE TESTS – 5 YEARS AFTER CONTACT WITH PATIENT; ALL OTHER TESTS 1 YEAR
MATERNAL/INFANT/PRENATAL CARE	7 YEARS AFTER LAST ENTRY; INFANT/PRENATAL CARE UNTIL CHILD IS 21
ORDERS/RECEIPTS FOR DRUGS/BIOLOGICALS	3 YEARS
PRIVATE PHYSICIANS' REQUISITIONS FOR VENEREAL DISEASE DRUGS	3 YEARS
QUARTERLY REQUISITION FOR VENEREAL DISEASE DRUGS	3 YEARS
TUBERCULIN TEST RECORDS	POSITIVE TEST RESULTS – PERMANENTLY; NEGATIVE TEST RESULTS – 3 YEARS
TUBERCULOSIS CASE RECORDS	LIFETIME OF PATIENT
TUBERCULOSIS REGISTER RECORDS	LIFETIME OF PATIENT
VENEREAL DISEASE CASE RECORDS	PERMANENT
VENEREAL DISEASE CASE REGISTER OR INDEX	LIFETIME OF PATIENT
VENEREAL DISEASE LABORATORY REPORTS	1 YEAR

Please Note: Patient records, including laboratory results, are kept as Electronic Medical Records via Ahler's. Infectious Disease reporting is entered in the Ohio Disease Reporting Database, and all immunizations are entered in IMPACT/SIIS.