



Florida Department of Health

Individual Record Retention
Schedules
(DOHIS)

IRMRDR@FLHealth.gov

ADMINISTRATION

Schedule #12

Financial Program Files: WAGES Act

Item #1

This record series consists of any financial records, reports, or correspondence pertaining to the Inter-Agency Agreement between Department of Health and Department of Children and Families, in accordance with the Work Gain Economic Self-sufficiency Act (WAGES). The terms of this agreement: July 1, 1997 through June 30, 1999, and may be renewed on a yearly basis.

Record Copy: Five (5) fiscal years.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #73

Comprehensive Annual Financial Reports: Supporting Documents

Item #1

This record series consists of supporting documents used in the preparation of the Florida Comprehensive Annual Financial Report (CAFR) as required by Section 216.102, Florida Statutes. The Series includes, but is not limited to, agency Statewide Financial Statement (SWFS) forms; adjustment forms; budget statement forms; agency balance sheets; working trial balances; and adjustment reports.

Record Copy: Five (5) fiscal years.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #110

Contracts / Leases / Agreements: Non-Capital Improvement

Item #1

This record series consists of Florida Department of Health legal documents, correspondence, reports, client records, financial records, supporting documents and any other documents relating to the negotiation, fulfillment, and termination of non-capital improvement contracts, leases, or agreements to which the agency is a party. In addition, it includes the various contracts, leases, or agreements entered into for the purchase of goods and services such as the purchase of gas, fuel oil, and annual purchases of inventory-maintained items. Retention is pursuant to 45CFR Parts 160, 162, and 164, Health Insurance Portability and Accountability Act (HIPAA).

Record Copy: Six (6) fiscal years.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

CHILDREN'S MEDICAL SERVICES

Schedule #34

Child Abuse Death Review Committee Annual Report

Item #1

This record series consists of the annual report prepared pursuant to Section 383.402, F.S., by the State and Local Child Abuse Death Review Committees on the incidence and causes of death resulting from child abuse in the state during the prior calendar year.

Record Copy: Permanent.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #35

Child Abuse Death Review Committee Annual Report (Supporting Documents)

Item #1

This record series consists of copies of documents received from third parties (e.g. individuals, entities, and government agencies) by the State and Local Child Abuse Death Review Committees pursuant to review of child abuse deaths and for the preparation of the annual incidence and causes of death report required by Section 383.402, F.S.

Record Copy: One (1) calendar year.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #46

Medical Records: Children's Medical Services Patient

Item #1

This record series consists of medical records of Children's Medical Services (CMS) patients from the time they are determined eligible for CMS until discharged/closed from CMS. Eligible patients may receive services until their 21st birthday. The record contains patient identification, medical history, physical exams (date of visits, findings, diagnostic and therapeutic orders, follow up instruction), immunizations, growth charts, nurses notes, medical reports, and administrative documents. A closed record is held in the CMS area office for a period of 1-2 years. Records are then shipped to CMS Central Office in Tallahassee, and held in a central file, pending requests. Please refer to Chapter 391, Florida Statutes. Supersedes Schedule 13.1.

Record Copy: Ten (10) anniversary years.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #47

Physician Applications: Children's Medical Services

Item #1

This record series consists of records related to the Children's Medical Services (CMS) physician provider approval process. This process is conducted to determine that the provider meets established minimum participation standards pursuant to Chapter 391, Florida Statutes. The records series includes an application, medical licenses and certification, hospital credentials, curriculum vitae, specialty and subspecialty board information, Medicaid and licensing sanction information, legal claims documentation, and quality assurance information. Records are closed when the physician is terminated from participation. Supersedes Schedule 13.2.

Record Copy: Ten (10) anniversary years.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #116

Florida Newborn Screening Follow-up Program Records

Item #1

This record series documents the monitoring of abnormal results identified through the mandatory newborn screening testing as performed by the Bureau of Public Health Laboratories, Newborn Screening Laboratory. The series may include, but is not limited to, the newborn screening lab report and case report information submitted by the specialists who diagnosed the child. Records from 1980-2005 are stored in the Newborn screening application maintained by the Florida Department of Health. Records from 2006 to present are stored in the data system that is shared by both the Newborn Screening Laboratory and Follow-up Program. Records created pursuant to Section 383.14(3)(d), Florida Statutes, Screening for metabolic disorders, other hereditary and congenital disorders, and environmental risk factors.

Record Copy: Permanent.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

COMMUNITY HEALTH PROMOTION - FAMILY HEALTH

Schedule #19

Child Care Food Program Records

Item #1

This record series consists of documents for new contractor approval and current contractor annual renewal. These files may include, but are not limited to applications, site information, contracts, other related application items, claims for reimbursement, and other related information submitted by CCFP contractors and administrative reviews of CCFP contractors and related information. This record series is related to 7CFR Part 226.10(d).

Record Copy: Four (4) fiscal years provided applicable audits have been released.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #38

Prenatal Risk Screening Records

Item #1

This record series consists of applications for individuals who either denied consent to participate or did not score into the prenatal risk screening program, used to identify pregnant women who have an increased risk of pregnancy complication or poor birth outcomes, due to environmental, medical, nutritional, or behavioral risk factors. If the woman (or parent) consents to be screened, consents to participate in Healthy Start, and scores into the program or is referred into the program, a medical record is created, at which point the screening form should become part of the Patient Medical Record and be retained for the proper retention period. Please refer to s. 383.14, Florida Statutes, and Chapter 64C-7, Florida Administrative Code.

Record Copy: Six (6) anniversary years provided applicable audits have been released.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #39

Postnatal Risk Screening Records

Item #1

This record series consists of applications for individuals who either denied consent to participate or did not score into the postnatal risk screening program, used to identify infants who are at an increased risk for impairment in health, intellect, or functional ability, due to environmental, medical, nutritional, or behavioral risk factors. If consent to the screening is given, the screening form should become part of the Patient Medical Record and be retained for the proper retention period. Please refer to s. 383.14, Florida Statutes, and Chapter 64C-7, Florida Administrative Code.

Record Copy: Six (6) anniversary years provided applicable audits have been released.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

COMMUNITY HEALTH PROMOTION – WOMEN, INFANTS AND CHILDREN

Schedule #118

Special Supplemental Nutrition Program for Women, Infants and Children (WIC) Records

Item #1

This records series documents the management and activities of the Special Supplemental Nutrition Program for Women, Infants and Children (WIC) Program. Records document client eligibility and certification determination; benefits issued to clients; approval and monitoring of retail vendors; program planning and compliance reports; and fiscal reports. The series may include, but is not limited to: final determinations; appointment logs; dual enrollment reports;

program review and monitoring reports; receipts; inventory reports; program plans; voter registration reports; monthly expenditure management; participation reports; annual grant expenditure reports; annual breastfeeding grant expenditure reports; and other supporting and applicable documentation. This schedule supersedes Schedule 16.

Record Copy: Five (5) years following the date of submission of the final expenditure report for the federal fiscal year to which the records pertain.

Duplicates: Retain until obsolete, superseded, or administrative value is lost.

COUNTY HEALTH DEPARTMENTS

Schedule #30

Nursing Home Program Reports

Item #1

This record series consists of reports submitted by nursing homes/ALFs and those generated by the Nursing Home Program of the local Health Department. Reports may include ombudsman reports, AHCA survey's, census and death reports, VA surveys, correspondence, lab reports, surveillance reports, nursing notes, TB testing reports (P.P.D.) and local Health Department HH/ALF Evaluation reports. Information is entered into the computer for census and death reports and all surveillance statistics. Once data is backed up and verified as entered, the hard copy of the forms becomes duplicates. All information received from NH/ALF and other agencies are considered duplicate copies. County Health Departments document all complaint/outbreak investigations performed.

Record Copy: Three (3) calendar years.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #65

Clinical Study Records

Item #1

This records series consists of records of clinical studies to develop new and better methods to diagnose, treat and prevent disease by recruiting volunteers for trials using new medicines or treatments. Clinical studies answer specific questions regarding vaccines, new therapies or new ways of using current treatments. This series may contain, but is not limited to, reports; laboratory results; diagnostic test reports; progress notes; medication records; physician order forms; and participant's confidential medical information including medical history, physical examination and lab test (or other test) results.

Record Copy: Ten (10) calendar years.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

DISEASE CONTROL AND HEALTH PROTECTION

Schedule #1

Disease Surveillance Records

Item #1

This category consists of reports and narrative descriptions of action taken with regard to reported diseases. It includes records related to routine disease investigations, case report forms, field investigation records, partner notification records, and county level databases. Field staff creates these records when they are investigating a disease occurrence and interviewing contacts. The copy of record is maintained at the county health department and may be in form of paper notes, information electronically stored at the local level, or forms completed in the process of disease investigation. If all relevant information from the hard copies is included in

the electronic records, that electronic record becomes record copy. Supersedes HE 40.1g and HE 15.

Record Copy: Three (3) years.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Morbidity Reporting Systems

Item #2

This category consists of all disease registries maintained at the state office of each bureau in the Division of Disease Control or maintained elsewhere through contract with the state office of each bureau. This information sent to the state office on disease reporting cards is entered into the Florida morbidity reporting database. Once that data is backed-up and verified as entered, the hard copy of the disease reporting form becomes the duplicate. Supersedes HE 88.1, HE 14.1, and HE 89.

Record Copy: Permanent – Transfer to State Archives.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Special Studies and Investigations

Item #3

This category consists of records related to unusual disease outbreaks, such as antivirus or individual cases of note, such as unusual or widely publicized cases of AIDS transmission. These records include investigative notes, contact sheets, medical and other type of professional consultations. The record copy will be maintained at the state office. Supersedes HE 19.

Record Copy: Permanent – Transfer to State Archives.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Laboratory Reports: State Office

Item #4

This category consists of the hard copies of laboratory results from private laboratories, physicians, etc., that are used to report the outcome of lab tests for the purpose of disease morbidity and surveillance reporting at the state office. The forms are sent to the appropriate data-gathering unit and the information becomes an electronic record of disease incidence (permanent retention). There may be another copy in the patient's medical file that will be retained according to the retention schedule for medical records.

Record Copy: Three (3) months.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Disease Prevention and Monitoring

Item #5

This category consists of records related to case management, pre-test and post-test counseling, follow-up lab results and referrals. These records are created in the process of testing and follow-up for HIV, STD, and TB, as well as breast and cervical cancer. The record copy is the electronic file maintained in the state office. Duplicates are maintained by the county health department or health care provider. Duplicates stored in a patient medical file take the retention period of that file.

Record Copy: Permanent – Transfer to State Archives.

Duplicate Copy: Three (3) years.

Schedule #2

Immunization Record

Item #2

Individual immunization record which provide a means for recording immunizations given to individuals by county health departments. This record may exist as a component of a medical record or be filed individually with other client immunization records. The record copy is maintained in the county health department. Supersedes PD 90.2.

Record Copy: Ten years from the date of last entry following the end of the calendar year in which the form was signed or until the client turns 21 years of age, whichever period is longer.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #31

Vaccine for Children Program Records

Item #1

This record series consists of all records related to the receipt and transfer of vaccines, including VacMan data system, individual provider records and vaccine inventories. The record copy is maintained at the state office.

Record Copy: Three (3) anniversary years.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #66

Refugee Health Program Records

Item #1

This record series documents health services provided to refugees and is used to reimburse county health departments for services rendered. This series may contain, but is not limited to, Refugee Health Screening forms or invoices; demographic information; and results of medical tests performed on aliens entering the State of Florida. The county health departments submit these records to the state office Refugee Health which maintains the records copy. This schedule supersedes Schedule 1.7.

Record Copy: Five (5) fiscal years.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #67

Immunization Program Records

Item #1

This record series documents the operation of the immunization program in the county health departments. This series may contain, but is not limited to, reports of activities on infant follow-up programs in counties; surveys; inventories; and other reporting mechanisms. This series does not include the actual immunization records which are covered by individual schedule 2.2. The record copy is maintained at the county level. This schedule supersedes Schedule 1.8.

Record Copy: Five (5) fiscal years.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #119

AIDS Drug Assistance Program (ADAP) Client Records

Item #1

This record series documents clients receiving services from the AIDS Drug Assistance Program (ADAP). The series may include, but is not limited to, eligibility notices, enrollment qualifications and non-qualifications, state of understanding agreements, initiation of services, proof of income, prescription dispense authorizations, mail order services, authorizations to disclose confidential information, pickup authorizations, client medical information, lab results, insurance coverage and other applicable documentation.

Record Copy: Seven (7) anniversary years after date of last entry.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

DISEASE CONTROL AND HEALTH PROTECTION - ENVIRONMENTAL HEALTH

Schedule #15

Laboratory Reports: Blood Lead Level

Item #1

This record series consists of lab reports that are geared to record the results of samples taken to determine the blood lead levels in children less than 72 months of age. However, the database contains information on all age populations. It further contains names, addresses, phone numbers, physicians' names, dates the samples were taken, dates the samples were received at the lab, and the date the results were made available.

Record Copy: Fifteen (15) years.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Permits: Biomedical Waste

Item #7

This record consists of biomedical transporter application and certificate of registration; application permit for a biomedical waste treatment facility. Records are maintained by the Bureau of Facility Programs.

Record Copy: Three (3) years after expiration of permit.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Permits: Annual (Facility Programs)

Item #10

This record consists of annual operating permits for mobile home parks, recreational camps, migrant labor camps, residential migrant housing, tanning beds, sharps collection center, biomedical waste, public swimming pool and bathing places. Records are maintained by the county health department and the Bureau of Facility Programs.

Record Copy: One (1) year after expiration of permit.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Safe Drinking Water Records

Item #12

This record series consists of records about the radiochemical analysis of drinking water, including water studies and reports, special samplings and analyses, surveys, procedures and laboratory protocols.

Record Copy: Permanent.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Inspection Records: Low-Level Radioactive Waste

Item #13

This record series consists of records about the inspection of low-level radioactive waste shipments bound for a disposal facility.

Record Copy: Three (3) years.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Transportation of Radioactive Material Records

Item #14

This record series consists of records about the transportation of radioactive material, including records and procedures of radiation monitoring in DOT weigh stations, investigations and procedures of detection of radioactive material in scrap metal yards, waste inspections, and low-level radioactive waste.

Record Copy: Retain until obsolete, superseded, or administrative value is lost.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Laboratory Intercomparison Records**Item #15**

This record series consists of records about the intercomparison of laboratory analysis results, including correspondence, calibration reports, technical specifications, compliance with the U.S. Environmental Protection Agency intercomparison program, and the U.S. Department of Energy intercomparison program.

Record Copy: Permanent.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Radiological Emergency Response – Federal Partnership Records**Item #16**

This record series consists of records about the department's participation in programs to prepare for response to known radiation events, including the Cassini, Galileo and Ulysses space probes launched by NASA, and the nuclear reactor in Cuba.

Record Copy: Permanent.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Naturally Occurring Radioactive Material: Phosphate**Item #17**

This record series consists of records about naturally occurring radioactive material associated with the phosphate industry, including 5 year plans, study reports from the Florida Phosphate Council, and technical guides.

Record Copy: Retain until obsolete, superseded, or administrative value is lost.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Radioactive Materials License No. 1 – 3**Item #19**

This record series consists of the department's license to use radioactive material, including records of receipt, assay results, inventory, leak testing, storage, instrument calibration, radiation exposure records, radiation safety program procedures, radiation field measurements, surveys, training, and safety device testing.

Record Copy: Retain until termination of license.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Surveillance Records: Nuclear Utilities (Environmental)**Item #20**

This record series consists of records about the department's environmental radiological surveillance around the nuclear utilities. This record includes: sample collection reports and tags, raw data from surveys, maps of thermoluminescent dosimeter site locations, quarterly reports, certificates of calibration of detection instruments, quality control reports of laboratory intercomparison studies, and sample analytical reports. These records must be given to the nuclear utilities when they cease operation.

Record Copy: Retain until nuclear utilities are no longer operating.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Surveillance Records: Phosphate Mining (Environmental / Radiological)**Item #21**

This record series consists of records about the department's environmental radiological surveillance before phosphate mining and after reclamation, including gamma readings, geographical activity checklists, data and statistics, phosphate research, and outlines of mining and reclamation sites.

Record Copy: Permanent.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Radiation Emergency Response Records**Item #22**

This record series consists of records about the department's radiation emergency response program, including the names of persons trained, records of the thermoluminescent dosimeters, radiological incident reports, distribution and location of potassium iodide stockpiles, and instrument calibration records.

Record Copy: Five (5) years.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Department of Energy Records**Item #23**

This record series consists of records about the department's radiological surveillance of the U.S. Department of Energy's nuclear weapons facility, including field sample collection records, laboratory analysis results, Department of Energy laboratory analysis data, environmental reports.

Record Copy: Five (5) years.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Complaint Records: Inspection and Nuisance**Item #24**

This record series consists of inspection report records, and or complaint records for the following: Food Service, Swimming Pool, Sanitation, Recreational Vehicle Park, Mobile Park, Onsite Sewage System (not including complaints against registered contractors) and Limited Use Public Water System. These records may also include Citation for Violation, which states the name, address, nature of violation, preliminary notice and the follow up visit. Nuisance complaint and notice to abate are also considered under this item. Records are maintained by the County Health Department.

Record Copy: Three (3) fiscal years after satisfactory conclusion of inspection and provided applicable audits have been released.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Innovative Onsite Sewage Treatment and Disposal System Records**Item #26**

This record series consists of any or all of the following forms. Temporary permit application, construction permit application (includes: site plan, site evaluation and system specifications, existing system and system repair evaluation, permit, construction inspection and final approval, system repair certification), signed agreement and review information form. May also include any other correspondence pertaining to Innovative Onsite Sewage Treatment and Disposal Systems. Records are maintained by the County Health Department.

Record Copy: Retain for life of system.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Exams: Water and Onsite Sewage Programs**Item #35**

This record series consists of a sample copy written examinations for employee standardization and contractor registration. Records are maintained at the State Health Office, Bureau of Onsite Sewage Programs.

Record Copy: Two (2) years after last exam administered.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #24**Certification Records: Radon Business and Individuals****Item #1**

This record consists of the initial application for certification, the renewal, inspection report quality assurance information, sample reporting forms, administrative actions, validation of the

fee paid applicant, copies of certificates and copies of transcripts. Statutes that apply to this record series are Chapter 404, F.S.

Record Copy: Three (3) years after last certificate expiration date.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #25

Recorded Radon Test Results

Item #1

This record series consists of radon tests in residential or commercial structures. These records are from two sources: (1) facilities mandated to test for radon; (2) certified radon business. The results are used to measure the quality and to quantify radon levels in the state. This agency deems the electronic copy of this record series as the "record copy". The paper will be held for 60 days by this agency allowing quality assurance review and verification of electronic recording. At this time, the paper copy will be considered OSA. The Florida Statute associated with this record series is Chapter 404, F.S.

Record Copy: Permanent.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #29

Survey Records: Super Act Well

Item #1

This record series consists of a map display of well locations around a specific point of focus. Also included is a report of additional information for the wells within a specified distance from the point of focus. These records are initiated by a request from the Department of Environmental Protection and are generated from field work carried out by the Department of Health county personnel. These records are to be scanned.

Record Copy: Four (4) years provided applicable audits have been released.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #36

Contractor Records: Onsite Sewage Programs

Item #1

This record series consists of applications for septic tank contractor registration, master contractor registration, septic tank contracting authorization, registration renewal, and authorization renewal, citations, administrative complaints, and supporting documentation. These records include applicant information with signature and photograph, registration number, authorization number, CEU courses taken, hearing proceedings, registration/authorization actions taken, and fines paid. May also include any other correspondence pertaining to contractors.

Record Copy: Five (5) anniversary years following last renewal.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #37

Certification Records: Environmental Health Professional

Item #1

This record series consists of applications for certification, renewal, and exemption/grand fathering as an environmental health professional. These records may contain applications, validation of fees remitted, copies of certificates, copies of renewal notices, test scores, copies of education transcripts and/or transcript evaluations.

Record Copy: One (1) year after a person fails to renew or death.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #42

Certification Files: Radiologic Technologists

Item #1

This record series documents the certification and professional standing of radiologic technologists. The records include, but are not limited to, applications and supporting documents; copies of renewal notices; test scores; copies of certificates; and documentation relating to criminal offenses or professional disciplinary actions. Please reference Ch. 468, Florida Statutes, and Rule 64E-3, Florida Administrative Code: Radiologic Technology.

Record Copy: Permanent.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #43

X-Ray Machine Registration Records

Item #1

This record series consists of records related to the registration of x-ray machines pursuant to s. 404.051(9), F.S. It includes registration forms, inspection reports, correspondence, fee collection records, corrective action reports and supporting documentation. These records are maintained in the X-Ray Machine Registration Office in Jacksonville, Florida.

Record Copy: Five (5) anniversary years.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #44

Radiation Machine Vendor Registration Records

Item #1

This record series consists of records related to the registration of vendors providing service and installation of radiation machines. It includes registration applications and supporting documentation. These records are maintained in the X-Ray Machine Registration Office in Jacksonville, FL. Please refer to Chapter 404, F.S. and Chapter 64E-5, F.A.C.

Record Copy: Five (5) anniversary years.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #54

Construction Permits: Limited Use and Private Water Systems

Item #1

This record series consists of permits and supporting documents required for the construction of Limited Use or Private Water Systems. Supporting documentation includes, but is not limited to, applications, site plans, design drawings, variance records, inspection records, well surveys, clearance sample results, and Limited Use Public Water Systems (LUPWS) registrations. Retention is based on s. 95.11(3)(c), F.S., Statute of Limitations on design, planning, or construction of an improvement to real property. Refer to s. 381.0062, F.S., Supervision; private and certain public water systems, and Chapter 64E-8, F.A.C., Drinking Water Systems. See also Schedule Number 61 and 62).

Record Copy: Four (4) anniversary years after system abandonment provided applicable audits have been released.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #58

General Licenses: Radioactive Materials

Item #1

This record consists of general licenses, defined in s. 404.031(8), F.S., as a license required "without the filing of an application to transfer, acquire, own, possess, or use quantities of, devices or equipment utilizing, byproduct, source, or special nuclear materials or other radioactive materials occurring naturally or produced artificially." This record series includes, but is not limited to, general licenses, certificates, device inventories, correspondence, inspection reports, and invoices. Refer to Chapter 64E-5, F.A.C., Control of Radiation Hazards; Chapter 404, F.S., Radiation; and 10CFR Chapter I (Nuclear Regulatory

Commission).

Record Copy: Five (5) fiscal years after termination of license provided applicable audits have been released.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #59

Specific Licenses: Radioactive Materials (High Risk)

Item #1

This record series consists of specific licenses, defined in s. 404.031(19), F.S., as a license, "issued after application, to use, manufacture, produce, transfer, receive, acquire, own, possess, quantities of, devices or equipment utilizing, byproduct, source material, special nuclear material or other radioactive material occurring naturally or produced artificially." This series only includes those specific licenses for radioactive material determined by the agency to be high risk, specifically those denoted in Florida Administrative Code Rule 64E-5.204(2)(e)1; 64E5.204(2)(e)2.a, b; 64E-5.204(2)(e)3.a-d, f.(II, III), I, I.(IV, V), m; 64E-5.204(2)(e)4; and 64E-5.204(2)(e)5.a, b. Documents in this series include, but are not limited to: specific licenses; application for specific licenses, license renewals and license amendments; certificates; device inventories; correspondence; inspection reports; plans, specifications, and reports for new construction; and invoices. Refer to Chapter 64E-5, F.A.C., Control of Radiation Hazards; Chapter 404, F.S., Radiation; and 10CFR Chapter I (Nuclear Regulatory Commission).

Record Copy: Twenty (20) fiscal years after termination of license provided applicable audits have been released.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #60

Specific Licenses: Radioactive Materials (Low Risk)

Item #1

This record series consists of specific licenses, defined in s. 404.031(19), F.S., as a license, "issued after application, to use, manufacture, produce, transfer, receive, acquire, own, possess, quantities of, devices or equipment utilizing, byproduct, source material, special nuclear material or other radioactive material occurring naturally or produced artificially." This series only includes those specific licenses for radioactive material determined by the agency to be low risk, This series does NOT include specific licenses for radioactive material determined by the agency to be high risk, specifically those denoted in Florida Administrative Code Rule 64E-5.204(2)(e)1; 64E5.204(2)(e)2.a, b; 64E-5.204(2)(e)3.a-d, f.(II, III), I, I.(IV, V), m; 64E-5.204(2)(e)4; and 64E-5.204(2)(e)5.a, b. Documents in this series include, but are not limited to: specific licenses; application for specific licenses, license renewals and license amendments; certificates; device inventories; correspondence; inspection reports; plans, specifications, and reports for new construction; and invoices. Refer to Chapter 64E-5, F.A.C., Control of Radiation Hazards; Chapter 404, F.S., Radiation; and 10CFR Chapter I (Nuclear Regulatory Commission).

Record Copy: Seven (7) fiscal years after termination of license provided applicable audits have been released.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #61

Permit Records: Onsite Sewage Treatment and Disposal Systems – Short Term Value

Item #1

This record series consists of records documenting the construction, modification, repair, and abandonment of Onsite Sewage Treatment and Disposal Systems, including applications, site evaluation reports, site plans, design drawings, variance records, permit forms, and inspection

reports determined by the agency to be of short-term value. Selected information from these records determined by the agency to have long-term value should be maintained in accordance with Individual Schedule 000062-0001, Permit Records: Onsite Sewage Treatment and Disposal Systems (Long-Term Value). Retention is based on s. 95.11(3)(c), F.S., Statute of Limitations on design, planning, or construction of an improvement to real property. Refer to Chapter 64E-6, F.A.C., Standards for Onsite Sewage Treatment and Disposal Systems.

Record Copy: Four (4) anniversary years after system abandonment provided applicable audits have been released.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #62

Permit Records: Onsite Sewage Treatment and Disposal Systems – Item #1 Long Term Value

This record series consists of specific information relating to the construction, modification, repair, and abandonment of Onsite Sewage Treatment and Disposal Systems determined by the agency to have long-term value. Such information may include, but is not limited to, system installation site location, original intended use, permit data, design specifications, and inspection information. Retention is based on s. 95.11(3)(c), F.S., Statute of Limitations on design, planning, or construction of an improvement to real property. Refer to Chapter 64E-6, F.A.C., Standards for Onsite Sewage Treatment and Disposal Systems and s. 381.0065, F.S., Onsite sewage treatment and disposal systems; regulations. Refer to agency Individual Schedule 000061-001 Permit Records: Onsite Sewage Treatment and Disposal Systems (Short-Term Value).

Record Copy: Four (4) anniversary years after system abandonment provided applicable audits have been released.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #68

Applicant Files: Radiologic Technologists Licensing Item #1

This records series consists of files pertaining to applicants for radiologic technologist licensure examinations who have never been licensed because they failed to appear for an examination, failed to qualify to take the examination, or failed to achieve a passing score. The series includes, but is not limited to, applications, transcripts, photographs, credentials, correspondence, out-of-state endorsements, and administrative documents. Records created pursuant to Part IV of Chapter 468, Florida Statutes, and Rule 64E-3, Florida Administrative Code: Radiologic Technology.

Record Copy: Two (2) anniversary years after date of last application, correspondence, or score report.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #70

Public Water Distribution System Permit Records Item #1

This record series consists of records documenting permitting for constructing or altering a public water distribution system. A public water system is a water system that provides water for human consumption through pipes or other constructed conveyances, which has at least 15 service connections or regularly serves an average of at least 25 individuals daily at least 60 days out of the buildings. Public water distribution system permits are needed when the only part of the public water system being built or changed is the distribution system. The series includes, but is not limited to, permit applications, correspondence, maps, water quality data, laboratory analysis sheets, charts showing trends, blueprints or other engineering drawings, copy of deeds, surveyed property descriptions, geologic reports, and financial information. Records created per Section 403.861(14), F.S. This schedule supersedes 64.1.

Record Copy: Five (5) anniversary years after clearance.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #71

Private Well Water Bacteria Testing Records

Item #1

This record series documents private well water bacterial testing for, but not limited to, new wells; individuals testing for safety; compliance sampling for permitting purposes; and Veterans Administration (VA) and Federal Housing Administration (FHA) mortgages. The series may include sampling results, conversation notes, correspondence, and other supporting documentation. The series includes tests that require a fee. Test results for mortgage purposes are non-transferable to subsequent homeowners.

Record Copy: Five (5) fiscal years after test or clearance of well.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #82

Operating Permits: Public Swimming Pools and Bathing Places

Item #1

This record series consists of operating permits for public swimming pools and bathing places. The series may include, but is not limited to, annual operating permits; biannual pool inspection reports; correspondence; and other documentation as required. Records created pursuant to Chapter 514, F.S., Public Swimming and Bathing Facilities; and Rule 64E-9, F.A.C., Public Swimming Pools and Bathing Places. This schedule supersedes 15.2.

Record Copy: Five (5) fiscal years provided applicable audits have been released.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #83

Construction Permits: Public Swimming Pools and Bathing Places

Item #1

This record series consists of construction records for public swimming pools and bathing places. The series may include, but is not limited to, application for plan approval; approved construction plans; letter of plan approval; application for initial operating permit; and initial operating permit. Records created pursuant to Chapter 514, F.S., Public Swimming and Bathing Facilities; and Rule 64E-9, F.A.C., Public Swimming Pools and Bathing Places. This schedule supersedes 15.3.

Record Copy: Ten (10) anniversary years or until facility no longer exists, is demolished or irreparably damaged, whichever is later.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #84

Variance Requests: Swimming Pools and Bathing Places

Item #1

This record series consists of variance requests to be exempt from public swimming pool and bathing place regulations. The series may include, but is not limited to, variance requests; supporting documentation; applicant information; location information; system design specifications standards which cannot be met; committee recommendations; and final outcomes. Records created pursuant to Chapter 514, F.S., Public Swimming and Bathing Facilities; and Rule 64E-9, F.A.C., Public Swimming Pools and Bathing Places. This schedule supersedes 15.4.

Record Copy: Five (5) fiscal years or four (4) anniversary years after facility no longer exists, is demolished or irreparably damaged, whichever is later.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #85

Testing / Training Company: Tanning Facility Operator and Food Managers Item #1

This record series documents tests and training courses developed by companies that offer tanning facility training and food service certification tests for food establishment certified managers. The series may include, but is not limited to, test development documentation; psychometrician reports; psychometrician credentials; a copy of the test or sample questions and answers; a copy of the manager's certificate issued by the certifying company; and a copy of the department's approval or denial letter. Records are created pursuant to Section 381.89, F.S., Regulation of tanning facilities; Section 381.0072, F.S., Food service protection; Rule 64E-17, F.A.C., Tanning facilities; and Rule 64E-11, F.A.C., Food Hygiene. This schedule supersedes 15.6.

Record Copy: Permanent

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #86

Community Environmental Health: Permit / License, Exemption, and Registration Records Item #1

This record series consists of applications for operation permits, licenses, exemptions, and registrations for community environmental health facilities or entities. This includes biomedical waste transporters, biomedical waste treatment facilities, biomedical waste storage facilities, mobile home and recreational vehicle parks, recreational camps, migrant labor camps, residential migrant housing, food service, group care, tanning facilities, sharps collection center, biomedical waste generating facilities, and body piercing salons. The series may include, but is not limited to, applications, permits, licenses, exemption documentation, test results, training certifications, background screenings, and site plans (including water and sewage). Records created pursuant to Chapter 381, F.S., Public Health: General Provisions; Chapter 402, F.S., Health and Human Services: Miscellaneous Provisions; Chapter 513, F.S., Mobile Home and Recreational Vehicle Parks; Rule 64E-11, F.A.C., Food Hygiene; Rule 64E-12, F.A.C., Community Based Residential Facilities; Rule 64E-13, F.A.C., School Sanitation; Rule 65C-13, F.A.C., Substitute Care of Children; Rule 64E-19, F.A.C., Camps; Rule 64E-15, F.A.C., Mobile Home Lodging, and Recreational Vehicle Parks and Recreational Camps; Rule 64E-16, F.A.C., Biomedical Waste; Rule 64E-17, F.A.C., Tanning Facilities; Rule 64E-19, F.A.C., Body Piercing and Rule 65C-22, F.A.C., Child Care Standards. This schedule supersedes 15.7 and 15.10.

Record Copy: Five (5) fiscal years after expiration, revocation, or denial of license, permit, or registration, or five (5) fiscal years after exemption no longer applies.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #87

Biomedical Waste Treatment Approval Records Item #1

This record series consists of applications for biomedical waste treatment process and approval for treatment technologies. The series may include, but is not limited to, request for treatment process providing the specific treatment process and type of facility; the reason for the request; microbiological evidence that the proposed process provides sterilization or a satisfactory level of disinfection; description of each step of the efficacy testing; and results of test runs for purity of organisms and spores. Records created pursuant to Section 381.0098, F.S., Biomedical waste; and Rule 64E-16, Division of Environmental Health, Biomedical Waste. This schedule supersedes 15.8.

Record Copy: Four (4) anniversary years after approval becomes inactive.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #88

Community Environmental Health: Inspection / Enforcement Records **Item #1**

This record series consists of inspection and enforcement records for community environmental health facilities or entities. This includes biomedical waste transporters, biomedical waste treatment facilities, biomedical waste storage facilities, mobile home and recreational vehicle parks recreational camps, migrant labor camps, residential migrant housing, food service, group care, tanning facilities, sharps collect centers, biomedical waste generating facilities, and body piercing salons. The series may include, but is not limited to, inspection reports; annual reports; routine complaint investigations; animal bite investigations; sanitary nuisance investigation records; and other enforcement records. Records created pursuant to Chapter 381, F.S., Public Health: General Provisions; Chapter 402, F.S., Health and Human Services: Miscellaneous Provisions; Chapter 513 F.S., Mobile Home and Recreational Vehicle Parks; Rule 64E-11, F.A.C., Food Hygiene; Rule 64E-12, F.A.C., Community Based Residential Facilities; Rule 64E-13, F.A.C., School Sanitation; Rule 65C-13, F.A.C., Substitute Care of Children; Rule 64E-19, F.A.C., Camps; Rule 64E-15, F.A.C., Mobile Home Lodging, and Recreational Vehicle Parks and Recreational Camps; Rule 64E-16, F.A.C., Biomedical Waste; Rule 64E-17, F.A.C., Tanning Facilities; Rule 64E-19, F.A.C., Body Piercing and Rule 65C-22, F.A.C., Child Care Standards. This schedule supersedes 15.9.

Record Copy: Four (4) anniversary years after inspection or case closed, whichever occurs later.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #89

Operating Permits: Limited Use Public Drinking Water Systems and Onsite Sewage Programs **Item #1**

This record series consists of applications and annual operating permits for limited use public water systems, septage haulers, aerobic treatment unit maintenance service, temporary system services, septic tank manufacturers, onsite sewage treatment and disposal systems (OSTDSs) in industrial manufacturing zones, OSTDSs receiving commercial waste, OSTDSs having aerobic treatment units, and performance-based OSTDSs. The series may include, but is not limited to, application forms; permits; inspection reports; sampling results; and related materials. The record may also include permit numbers; applicant information; system locations; and services provided. Records created pursuant to Chapter 381, F.S., Public Health: General Provisions; and Rule 64E- 6, FAC., Standards for Onsite Sewage Treatment and Disposal Systems. This schedule supersedes 15.25.

Record Copy: Four (4) anniversary years after expiration of permit.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #90

Daily Activity Reports (DAR) **Item #1**

This record series documents the daily activities performed by environmental health staff at each of the county health departments. Daily Activity Reports (DAR) captures the time and services provided by each employee on a daily basis as per Section 154.01, Florida Statute. In addition, the reports document the position number of the employee providing the service; the district area, and unit number where the service is provided; date of service; the program and service type; the amount of time for each service; and the service location and odometer reading (optional) at each stop. This schedule supersedes 15.11.

Record Copy: Three (3) anniversary years provided applicable audits have been released.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #91

Product Specifications and Designs: Septic Tank and Onsite Sewage Treatment and Disposal Systems (OSTDS)

Item #1

This record series consists of product specifications for and designs of septic tanks and onsite sewage treatment and disposal systems (OSTDS). The series may include, but is not limited to, engineer's drawings; test data; performance data; material specifications; confidential trade secrets; and correspondence to and from product manufacturers regarding septic tanks and OSTDS products. Records created pursuant to Chapter 381, F.S., Public Health: General Provisions, and Rule 64E-6, FAC., Standards for Onsite Sewage Treatment and Disposal Systems. This schedule supersedes 15.27.

Record Copy: Five (5) anniversary years following last sale of product.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #92

Limited Use Public Water Systems: Variance Request Records

Item #1

This record series consists of requests for variance from certain limited use public water systems regulations. The series may include, but is not limited to, variance requests; supporting documentation; and outcomes. The series may also include applicant information; location information; system design specifications; standards which cannot be met; health unit recommendations; committee recommendations; and final outcomes. Records created pursuant to Chapter 381, F.S., Public Health: General Provisions, and Rule 64E-8, FAC., Drinking Water Systems. Schedules 92,93 and 94 supersede 15.28.

Record Copy: Four (4) anniversary years after facility no longer exists, is demolished or irreparably damaged.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #93

Onsite Sewage Treatment and Disposal Systems: Variance Request Records

Item #1

This record series consists of requests for variance from certain onsite sewage treatment and disposal system (OSTDS) regulations, The series may include, but is not limited to, variance requests; supporting documentation; and outcomes, The series may also include applicant information; location information; system design specifications; standards which cannot be met; health unit recommendations; committee recommendations; and final outcomes, Selected information from these records determined by the agency to have long-term value should be maintained in accordance with schedule 94, Records created pursuant to Chapter 381, F.S. Public Health: General Provisions, and Rule 64E-6, FAC, Standards for Onsite Sewage Treatment and Disposal Systems. Schedules 92, 93, and 94 supersede 15.28.

Record Copy: Five (5) fiscal years from date of receipt.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #94

Onsite Sewage Treatment and Disposal Systems: Variance Request Records – Long Term Value

Item #1

This record series consists of specific information relating to requests for variance from certain onsite sewage treatment and disposal system (OSTDS) regulations that have been determined by the agency to have long-term value. The series may include, but is not limited to, the location information; standards that cannot be met; and the outcome. Records created pursuant to Chapter 381, F.S, Public Health: General Provisions, and Rule 64E-6, FAC., Standards for Onsite Sewage Treatment and Disposal Systems. Schedules 92, 93 and 94 supersede 15.28.

Refer to agency individual retention Schedule 93, Variance Request Records: Onsite Sewage Treatment and Disposal Systems.

Record Copy: Ten (10) anniversary years from date of receipt.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #95

Onsite Sewage Treatment and Disposal Systems: Answer Sheets **Item #1**

This record series consists of answer sheets of applicants seeking to become registered contractors to install onsite sewage treatment and disposal systems. The series also includes answer sheets for department employees and other persons who must be certified to perform certain functions in the onsite sewage program. The series may include, but is not limited to, answer sheets bearing the name and score. Records created pursuant to Chapter 381, F.S., Public Health: General Provisions, and Rule 64E-6, FAC., Standards for Onsite Sewage Treatment and Disposal Systems. This schedule supersedes 15.29.

Record Copy: Five (5) anniversary years after registration or certification expires.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #96

Medical Records: Agency for Toxic Substances and Disease Registry (ATSDR) Health Assessments **Item #1**

This record series consists of medical records used for Agency for Toxic Substances and Disease Registry (ATSDR) assessments. The ATSDR is responsible for implementing health-related laws that protect the public from hazardous wastes and environmental spills of hazardous substances. The assessments provide the public health status of communities around Florida's hazardous waste sites and the final reports are scheduled separately. The series may include, but is not limited to, summaries of doctor visits and laboratory results. Records created pursuant to 42 USC 6939, Domestic sewage. This schedule supersedes 15.32.

Record Copy: Five (5) fiscal years from date of assessment.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #97

Exams: Onsite Sewage Programs **Item #1**

This record series consists of sample copies of written examinations for employee certification and contractor registrations in the onsite sewage program. Examinations are required for contractors to be registered to install onsite sewage treatment and disposal systems, and for department employees and other persons to be certified to perform certain functions in the onsite sewage program. Records created pursuant to Chapter 381, F.S., Public Health: General Provisions, and Rule 64E-6, F.A.C., Standards for Onsite Sewage Treatment and Disposal Systems. See schedule 95.1 for retention of answer sheets. This schedule supersedes 15.35.

Record Copy: Four (4) anniversary years after last exam administration.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #98

Environmental Investigation Reports: Elevated Lead Levels **Item #1**

This record series consists of reports of investigations of elevated lead levels completed by county health departments. The data is used to improve lead poisoning prevention efforts. The series may include, but is not limited to, which county health department submitted the report; address of the investigation; relationship of site to the affect person; blood lead level; paint sample results; soil sample results; water sample results; and other related

documentation or sample results. Selected information from these records determined by the agency to have long-term value should be maintained in accordance with Schedule Number 111, Environmental Health Records: Elevated Lead Levels (Long-Term Value). Records created pursuant to Chapter 381, F.S., Public Health; General Provisions, and Rule 64D-3, F.A.C., Control of Communicable Diseases and Conditions Which May Significantly Affect Public Health. Schedules 98.1 and 111.1 supersede 15.33.

Record Copy: Five (5) anniversary years from date of investigation.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #100

Cross Connection Control Program Report Records

Item #1

This record series consists of documents relating to community water system's Cross Connection Control programs as required in Department of Environmental Protection Rule 62-555.360, FAC., Cross-Connection Control for Public Water Systems. All community water systems shall establish and implement a routine cross connection program which prevents the backflow of contaminants into the city's potable water supply. The series may include, but is not limited to, general correspondence and periodic reports related to program functions and status. Records created pursuant to Section 403.861(14), F.S., Environmental Control, Department; powers and duties; retention pursuant to Rule 62-550.720(3), FAC., Cross-Connection Control for Public Water Systems; Recordkeeping.

Record Copy: Ten (10) anniversary years after submittal.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #101

Class I Inspections: Public Water Systems

Item #1

This record series consists of Class I Inspections of public water systems. Class I inspections are scheduled routine reconnaissance inspections to ensure compliance with monitoring requirements. These are not sanitary survey inspections which are scheduled separately. The series may include such information as the location of the Public Water system; the date of the inspection; the condition of the water system; any deficiencies noted; date of reinspection; and date of correction. Records created pursuant to Section 403.861(12), F.S., Environmental Control, Department; powers and duties, and Department of Environmental Protection Rule 62-555, Permitting, Construction, Operation, and Maintenance of Public Water Systems.

Record Copy: Five (5) anniversary years after submittal.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #102

Bacteriological Sample Analyses Report Records

Item #1

This record series consists of bacteriological sample analyses reports as described in Department of Environmental Protection Rule 62-550.518 FAG. Microbiological Monitoring Requirements. All public water systems shall analyze for coliform bacteria to determine compliance with subsection 62-550.310(5), FAG., Primary Drinking Water Standards, Microbiological. The series may include, but is not limited to, monthly reports; quarterly reports; and special sample reports (complaints, main breaks, emergencies and nature disasters). Records created pursuant to Section 403.861 (11), F.S., Environmental Control, Department; powers and duties.

Record Copy: Five (5) anniversary years after submittal.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #103

Consumer Confidence Report Records

Item #1

This record series consists of community water systems' Consumer Confidence Reports as required in Department of Environmental Protection Rule 62-550.824, FAC., Consumer Confidence Reports. Primary and secondary drinking water regulations require community water systems to prepare and provide to their customers annual consumer confidence reports on the quality of the water delivered by the systems. The series may include, but is not limited to, copies of consumer confidence reports; demonstration of required record keeping; and certification of delivery, distribution or mailing of reports. Records created pursuant to Section 403.861(17), F.S., Environmental Control, Department; powers and duties and 40 CFR.141; National Primary Drinking Water Regulations.

Record Copy: Three (3) anniversary years after submittal.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #104

Water Sample Chemical Analysis Result Records

Item #1

This record series consists of public water system chemical analysis results as required in Department of Environmental Protection Rule 62-550, FAC., Drinking Water Standards, Monitoring, and Reporting, All Department of Environmental Protection regulated public water systems are required to comply with the applicable rules and schedule for type of analysis and schedule of submission for the applicable chemical analyses listed in the rule. The series may include, but is not limited to, chemical analysis cover sheets and chain of custody forms. Records created pursuant to Sections 403,861(12), (16), and (17), F.S., Environmental Control, Department; powers and duties; retention pursuant to Rule 62- 550,720(3), FAC Cross-Connection Control for Public Water Systems; Recordkeeping.

Record Copy: Ten (10) anniversary years after submittal.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #105

Sanitary Survey Inspection Records

Item #1

This record series consists of sanitary survey inspections of public water systems. Sanitary survey inspections evaluate the system's capacity to provide potable water. The series may include, but is not limited to, records related to water sources, facilities, equipment, operation, maintenance, and monitoring compliance; photographs; maps; and technical specifications collected or submitted to the department as part of a schedule sanitary survey inspection. Records created pursuant to Department of Environmental Protection Rules 62-550, FAC., Drinking Water Standards, Monitoring, and Reporting, and 62-555, Permitting, Construction, Operation, and Maintenance of Public Water Systems, and Section 403.861(12) and (14), F.S., Environmental Control, Department; powers and duties; retention pursuant to Rule 62-550.720(3), FAC., Cross-Connection Control for Public Water Systems; Recordkeeping.

Record Copy: Ten (10) anniversary years after submittal.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #106

Public Water System Operation and Maintenance Records

Item #1

This record series consists of public water system operating and maintenance records as required in Department of Environmental Protection Rule 62- 350(12)(a), (b) and (c), FAC., Permitting, Construction, Operation, and Maintenance of Public Water Systems. The series may include, but is not limited to, monthly operating reports, maintenance logs, reports, charts, graphs and notes related to the operation of public water systems. Records created pursuant to Section 403.861(14) and (17), F.S., Environmental Control, Department; powers and duties; retention pursuant to Rule 62- 550.720(3), FAC., Cross-Connection Control for Public Water

Systems; Recordkeeping.

Record Copy: Ten (10) anniversary years after submittal.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #107

Public Water System Lead / Copper Analyses Results and Reports **Item #1**

This record series consists of records relating to the control of lead and copper in public water systems as required in Department of Environmental Protection Rule 62-550.880, FAC., Control of Lead and Copper, and 40 CFR 141 (July 1, 2000 edition), National Primary Drinking Water Regulations, subpart I (sections 80 through 91). The series may include, but is not limited to, analytical results, reports, and corrosion control records. Records created pursuant to Section 403.861.(9), F.S., Environmental Control, Department; powers and duties. Retention pursuant to Rule 62-550.720(6), FAC., Drinking Water Standards, Monitoring, and Reporting; Recordkeeping, and 40 CFR 141.91, National Primary Drinking Water Regulations, Recordkeeping requirements.

Record Copy: Twelve (12) anniversary years after submittal.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #108

Public Water System Enforcement Records **Item #1**

This record series consists of enforcement records of Department of Environmental Protection regulated public water systems. The Department of Health acts on behalf of the Department of Environmental Protection for enforcement related issues. The series may include, but is not limited to, correspondence, notes, meeting notes, non-compliance letters, warning letters, notices of violation, consent orders, final orders, inspection warrants, and enforcement investigation related materials or any other documents generated as a result of a department enforcement and compliance investigation. Records created pursuant to Department of Environmental Protection Rule 62.550, FAC., Drinking Water Standards, Monitoring, and Reporting; Rule 62-555, Permitting, Construction, Operation, and Maintenance of Public Water Systems; Rule 62-560, Requirements for Public Water Systems that are out of Compliance; and Section 403.861(1), F.S., Environmental Control, Department; powers and duties.

Record Copy: Permanent.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #109

Public Water Systems: Correspondence **Item #1**

This record series consists of public water systems correspondence and memoranda that do not pertain to permitting, compliance, or enforcement. The series may include, but is not limited to, correspondence to and from the regulated systems, general notes, charts, maps, and reports. Records created pursuant to Section 403.861 (14), F.S., Environmental Control, Department; powers and duties.

Record Copy: Five (5) anniversary years.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #111

Environmental Health Records: Elevated Lead Levels – Long Term Value **Item #1**

This records series consists of information from reports of investigation of elevated lead levels completed by county health departments that has been determined by the agency to have long-term value. The data is used to improve lead poisoning prevention efforts. The series may include, but is not limited to, which county health department submitted the report; address of the investigation; relationship of site to the affect person; blood lead level; paint

sample results; soil sample results; water sample results; and other related documentation or sample results. Records created pursuant to Chapter 381, F.S., Public Health: General Provisions, and Rule 64D-3, F.A.C., Control of Communicable Diseases and Conditions Which May Significantly Affect Public Health. Refer to agency individual retention schedule 98, Environmental Investigation Reports: Elevated Lead Levels, for retention of investigation reports. Schedules 98.1 and 111.1 supersede 15.33.

Record Copy: Thirty (30) anniversary years.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #112

Environmental Testing Laboratories: Certification Records

Item #1

This record series documents the certification of environmental testing laboratories that perform analyses pursuant to the Florida Safety Drinking Water Act, or that conduct a water analysis business, or analyze environmental samples. The series may include, but is not limited to, applications for certification and renewal; copies of certificates; laboratory inspection corrective action plans; inspection checklists; proficiency test results; laboratory quality assurance plans; agency actions: invoices for fees; fee payments verifications; and other related correspondence and documentation. Records created pursuant to Section 381.00591, Florida Statutes, Department of Health; National Environmental Laboratory accreditation; application; rules; Section 403.0625, Florida Statutes, Environmental laboratory certification; water quality tests conducted by a certified laboratory; Section 403.863, Florida Statutes, State public water supply laboratory certification program; Section 403.8635, Florida Statutes, State drinking water sample laboratory certification program; and Rule 64E-1, Florida Administrative Code, Certification of Environmental Testing Laboratories.

Record Copy: Ten (10) anniversary years from the certification period in which the document was received.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #113

Environmental Testing Laboratories: Certification Inspection Records

Item #1

This record series documents the certification of environmental testing laboratories that perform analyses pursuant to the Florida Safety Drinking Water Act, or that conduct a water analysis business, or analyze environmental samples. The series may include, but is not limited to, inspection checklists, inspector notes, exhibits; and other supporting documentation and related correspondence. Records created pursuant to Section 381.00591, Florida Statutes, Department of Health; National Environmental Laboratory accreditation; application; rules Section 403.0625, Florida Statutes, Environmental laboratory certification; water quality tests conducted by a certified laboratory; Section 403.863, Florida Statutes, State public water supply laboratory certification program; Section 403.8635, Florida Statutes, State drinking water sample laboratory certification program; and Rule 64E-1, Florida Administrative Code, Certification of Environmental Testing Laboratories.

Record Copy: Ten (10) anniversary years from date of inspection.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

EMERGENCY PREPAREDNESS AND COMMUNITY SUPPORT - EMERGENCY MEDICAL OVERSIGHT

Schedule #3

Proof of Satisfaction: Educational Requirements

Item #1

This record series consists of attachments to re-certification and initial applications for EMT and paramedic licenses. These attachments prove that all required educational training and refresher courses were satisfactorily completed by the candidate. No license is awarded without this proof. For audit purposes, the Department maintains an applications form (HRS 622, application for re-certification) which has 3 sections reserved for identifying the types of education completed. The attachment of additional documentation is done to assure that the individual has completed the application in good faith. The supplemental educational documents do not identify any fiscal action and lose their administrative value after the Department has verified that the application was accurately completed.

Record Copy: Retain until obsolete, superseded, or administrative value is lost.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Run Reports

Item #2

This record series consists of ambulance run reports used to collect data from all EMS services statewide. HRS receives a carbon copy of this report (HRS 1894/1895) which it then scans into a data system (FS 359/404, FAC 10D-66.103, HRSP 150-13). The record copy is maintained by the local EMS unit or provider.

Record Copy: Seven (7) after incident.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Trauma Registry

Item #3

This record series consists of reports used by HRS to monitor and collect statistical information on trauma injuries. These injuries include blunt, penetrating, head or gunshot trauma. Also included are spinal cord injuries. These forms are completed by hospitals and trauma centers statewide. HRS receives a carbon copy to scan into a database (FS 395/404, FAC 10D-66.103, HRSP 150-13). The record copy remains within the medical facility.

Record Copy: Seven (7) years after date of last entry.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Applications: Paramedic and EMT (Inactive / Denied / Expired)

Item #4

This description will be altered to indicate that the record series includes both inactive and denied applications. Applications for those individuals who were granted a certificate are located in series #5 below. For audit purposes, the record copy should be retained for 3 years provided audit has been completed. With the culmination of Certification Records (expired), this record series becomes an audited copy.

Record Copy: Three (3) fiscal years.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Certification Records

Item #5

This series includes both initial and re-certification records. Applications are currently being scanned. Presently the office does not image certificates although they might be chosen to at any time. The retention will change to reflect the statute of limitations on medical malpractice [s. 95.11(4)(B), F.S.]. The retention period for the record copy will be changed to 7 years after expiration. Once the imaging system proves viable, the EMS office may complete a Records

Disposition Form (form 107) for the paper copies of the scanned materials. It is the responsibility of the EMS office to determine when the system is viable.

Record Copy: Seven (7) anniversary years.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #7

Licenses: Ambulances (Applications)

Item #1

This record series consists of applications required by F.S. 401.25 and F.A.C. 64E-2.002, 2.003, and 2.005 for ambulances to become licensed. This license expires automatically two years after issue date.

Record Copy: Four (4) years after expiration or termination.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Monitoring Records: Ambulance (Inspections)

Item #2

This record series consists of records required by F.S. 401.31 to provide for the periodic and random inspection of licensees for compliance. Monitoring activities are on two-year cycles and records are maintained for the cycle.

Record Copy: Four (4) years after expiration or termination.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #52

Central Registry Referral Forms: Brain and Spinal Cord Injury Program

Item #1

This record series consists of referral forms maintained by the Department of Health, Brain and Spinal Cord Injury Program to identify individuals who have sustained a traumatic brain and/or spinal cord injury. This series includes referral forms submitted directly to the Brain and Spinal Cord Injury Program as well as facsimile copies of referral forms provided to the Florida Department of Health by hospitals, trauma centers, and rehabilitation facilities statewide. Please refer to s. 381.74, F.S., Establishment and maintenance of a central registry and Chapter 64I-1, F.A.C., Brain and Spinal Cord Injury Program (BSCIP) General Program and Central Registry.

Record Copy: Three (3) anniversary years from date of referral.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #53

Client Case Records: Brain and Spinal Cord Injury Program

Item #1

This record series consists of case records of individuals referred to the Department of Health, Brain and Spinal Cord Injury Program. Case files may include, but are not limited to, patient identification records; demographics; medical histories; eligibility certifications; interviews; physical and clinical reports; medical treatment notes and reports; progress notes from medical professionals including physical, speech, and occupational therapists; plans of care; administrative documents including applications for services, subrogation forms, and Health Insurance Portability and Accountability Act (HIPAA) forms; and financial records of services and supplies provided such as copies of quotes, vendor authorizations, and invoices. Refer to s. 381.775, F.S., Applicant and recipient records: confidential and privileged.

Record Copy: Seven (7) anniversary years after record is closed.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #72**Training Center Application Records****Item #1**

This record series consist of applications for approval to offer Emergency Medical Technician Basic and Paramedic training courses from training centers throughout the state. The series includes applications that have been approved and denied. The series may include, but is not limited to, applications consisting of program pre and co-requisites; course descriptions and outlines; program policies; Affiliation Agreements/Contracts; Medical Director contracts; qualification requirements and curriculum vitae for Program Director, Program Coordinator and Lead instructor; course completion documentation; inventory of Training Program's instructional medical equipment; approval letters and certificates; all other attachments required for DH form 1698 (or equivalent DOH form); and all correspondence between the training center and the Florida Bureau of Emergency Medical Services related to the application. The series may also include errors and omissions letter with intent to deny; corrections from the training center; denial letter; plan of action letter from training center; and a final denial letter from the department. Records created pursuant to Section 401.2701, Florida Statutes, Emergency medical services training programs; and Rule 64J-1.020, Florida Administrative Code, Training Programs.

Record Copy: Five (5) fiscal years after approval or denial date.**Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.****Schedule #114****Trauma Center Certification Records****Item #1**

This record series consists of applications from acute care hospitals that apply to the Department of Health, Office of Trauma, in order to achieve status as a certified trauma center. The series may include, but is not limited to, trauma center applications, letters of intent, notices of application omissions or deficiencies; notices of denial; notice of provisional status; certification statements, surgeon commitment and available statements; and other supporting documentation. The series also includes documentation from existing verified trauma centers who are requesting to change their trauma center status. Records created pursuant to Chapter 395, Florida Statutes, Hospital Licensing and Regulation, and Rule 64J-2, Florida Administrative Code, Trauma.

Record Copy: Seven (7) anniversary years.**Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.****Schedule #115****Trauma Center Monitoring Records****Item #1**

This record series documents the monitoring of trauma centers for compliance with Trauma Center Standards. The series may include, but is not limited to, correspondence; pre-survey questionnaires; copies of medical records; physician on-call schedules; trauma center policy and procedures; nursing education records; physician credentialing and continuing education records; outreach programs; injury prevention programs; results of on-site surveys; written deficiency reports; documentation of on-going monitoring; and other supporting documentation. Compliance certificates are issued when a hospital reaches trauma center status and expire after seven years.

Record Copy: Seven (7) anniversary years.**Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.****Schedule #117****Emergency Medical Services Records: Investigative Files, Probable Cause Found****Item #1**

This record series consists of legal and investigative cases of alleged violations by Emergency Medical Service (EMS) providers, EMS Training Programs and 911 Public Safety Telecommunications where a finding of probable cause has been found to exist. The series

may include, but is not limited to, initial complaints, witness statements, documentary evidence such as patient care reports, 911 recorded calls, patient medical records, investigator notes, correspondence related to the investigation and other applicable documentation. This series does not include complaints of sexual misconduct. Records are created pursuant to Chapter 401, Florida Statutes, Medical Telecommunications and Transpiration, and Rule 64J-1, Florida Administrative Code, Emergency Medical Services.

Record Copy: Seven (7) calendar years from date case closed.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

EMERGENCY PREPAREDNESS AND COMMUNITY SUPPORT – PUBLIC HEALTH PHARMACY

Schedule #27

Investigation Records: Drugs and Pharmaceutical Cases

Item #1

This record series consists of documentation pertaining to investigations conducted by the Bureau of Pharmacy Services in regard to drugs and pharmaceutical cases. The records include, but are not limited to, case reports, principals, licenses, permit information, invoices and correspondence related to the investigation.

Record Copy: Ten (10) years after completion of investigation; media copy optional.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #28

Out of Business Permit Holders

Item #1

This record series consists of permits and supporting documentation pertaining to out of business permit holders for drug and pharmaceutical businesses. The records include, but are not limited to, principals, licenses, permit information and correspondence related to the out of business permit holder.

Record Copy: Ten (10) years after completion of investigation; media copy optional.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

MEDICAL QUALITY ASSURANCE

Schedule #8

Protocols: Pending Approval

Item #1

This record consists of Advanced Registered Nurse Practitioner (ARNP) Protocols. A protocol is a written agreement between the ARNP and a Florida licensed medical doctor, osteopathic physician or dentist outlining the medical acts of diagnosis, treatment, and operation an ARNP shall perform. The degree and method of supervision, determined by the ARNP and the physician or dentist is specifically identified in the written protocol. This document is submitted yearly by the ARNP to the Department of Health. These documents constitute the master copy.

Record Copy: Seven (7) years.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #10

Licensure Files: Daycare Facilities

Item #1

This record consists of licensing inspections, fire inspections, sanitation inspections, health inspections, copy of license and other correspondence related to the licensed facility. The

Department of Health has the responsibility to license Day Care Facilities in (some) counties. Reference F.S. 402.306 This record consists of licensing inspections, fire inspections, sanitation inspections, health inspections, copy of license and other correspondence related to the licensed facility. The Department of Health has the responsibility to license Day Care Facilities in (some) counties. Reference F.S. 402.306. Note: Some facilities were licensed in the 70's – 80's and are still up and running. To cut down on storage space within your facility, you may store records older than three years. Be sure to make a special note on transmittals to your storage facility that the records are not to be destroyed until three years after the Day Care Facility is no longer licensed. This will require accurate record keeping, to ensure that these records are being stored and disposed of under the proper retention.

Record Copy: Three (3) years after expiration of license (closure of the daycare facility).
Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #14

Notices of Renewal

Item #2

These records consist of computer printed cards sent to registrants of professional boards to notify them of the expiration date of their current license, and to request a fee for license renewal. The cards are returned to the Department of Health (DOH) with appropriate fees and are batched by board.

Record Copy: Three (3) years after license effective date.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Licenses: Professional

Item #3

These records consist of duplicate copies of licenses issued by DOH to persons licensed to practice a regulated profession in the State of Florida. The original is sent to the licensee as evidence of their authority to practice. Licenses are issued biennially.

Record Copy: Three (3) years after license effective date provided applicable audits have been released.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Administrative Support Files

Item #6

These files consist of records maintained by all DOH offices and boards, which include general correspondence, inquiries, policy statements, reports, complaints, purchasing and any other miscellaneous administrative documents.

Record Copy: Three (3) fiscal years provided applicable audits have been released.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Receipts: Revenue and Bankproof

Item #8

These files consist of transmittals indicating the amount of money transferred by DOH Bureau of Operations to Finance and Accounting to be deposited for all fees pertaining to professional board examinations, initial license issuance and license renewal.

Record Copy: Three (3) fiscal years provided applicable audits have been released.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Registrant Listing Report

Item #9

These records consist of a complete list of registrant files containing names, addresses, and renewal information of registrants that have been issued a license. Please Note: According to the Records Center, they have none of these files in storage. They refer to the registration "books" in Client Services. The books will be kept in-house for historical value, but the

retention schedule will be removed. Note: Store the original silver master copy of each C.O.M. job produced in the Florida State Archives permanently and retain the user copy in the records section of the Office of Administrative Services.

Record Copy: Permanent

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Examination Records

Item #11

These records consist of the answer sheets, work sheets, examiner score sheets, cassette tape recordings, simulation models, and all other materials used in the process of professional board licensure examinations administered by the Department of Health.

Record Copy: Two (2) years after date of examination provided applicable audits have been released.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Complaint Records (Closed): Insufficient Evidence

Item #16

These records consist of complaints received, which are dismissed administratively. These complaints either never reach a level of legal sufficiency or there is insufficient evidence. These records are considered confidential and are exempt from Chapter 119.07, Florida Statutes.

Record Copy: One (1) year from Department's closure.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Complaint Records (Closed): Pre-suit and Code 15 Reports

Item #18

These records consist of hospital reports concerning adverse or serious incidents and notices of intent to litigate for malpractice. These records are considered confidential and are exempt from Chapter 119.07, Florida Statutes.

Record Copy: Five (5) years from Department's closure.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #18

Investigations / Felony Inquiry Records

Item #1

This record series consists of documents relating to Department of Health Certification and re-certification applications where the applicant has admitted to having been arrested and convicted of a felony offense.

Record Copy: Five (5) fiscal years.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #20

Closed Medical Malpractice Claims

Item #1

This record series consists of reports of medical malpractice claims generated by self-insurers and insurers providing professional liability insurance to practitioners licensed under Chapters 458, 459, 461 and 466, F.S. These records are public information except information contained in the records that is subject to Section 119.07(3), F.S. and exempt from public

record law.

Record Copy: Five (5) years after final action provided.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #22

Compliance Monitoring: Administrative Documents

Item #1

This record series consists of administrative compliance monitoring documents which are collected in the course of monitoring respondent's compliance with a licensing board order. Documents may consist of reports, articles, copies of educational certificates, copies of the filed order, and miscellaneous correspondence. These documents are for administrative support during compliance monitoring, but are superseded by the notice of compliance document which acknowledges full compliance with the board order. The original notice of compliance is filed and maintained by the designated agency clerk.

Record Copy: Two (2) years.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #32

Closed Complaint Records – NH / ALF Adverse Incident Records

Item #1

This records series consist of nursing home and assisted living facility Serious Incident Reports that are received by the Consumer Services Unit for review. Investigators review the files to determine if a practitioner is at fault for an incident that occurred in that facility. If the complaint is unfounded due to the lack of legal sufficiency, the file is closed and dismissed administratively.

Record Copy: Three (3) years after closed.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #45

Professional Board Licensing Records: Abandoned

Item #1

This record series consists of documents sent on behalf of individuals who fail to apply for licenses to a professional board. These records include examination scores, transcripts, license verifications, criminal/medical history and continuing education certificates.

Record Copy: One (1) anniversary year after receipt.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #49

Continuing Education Audit Records

Item #1

This record series consists of documents compiled by individual board offices to ensure that a licensed registrant has completed continuing education hours. These records consist of:

- a) Computer scan sheets completed by registrants at provided locations following completion of continuing education courses;
- b) Certificates of attendance at provider courses;
- c) Rosters of registrants who successfully completed courses offered by providers.

This continuing education is required by various boards as an integral part of biennial license renewal. The licensees who do not meet the audit requirements will have a complaint filed against their license. When a complaint is filed, the supporting documentation (continuing education certificate) is attached as part of the evidence. There are appeal rights throughout the complaint process, but it is the responsibility of the licensee to demonstrate the burden of proof. However, the licensees are required to maintain their continuing education certificates for three years and audits are conducted every two years. Once a complaint is filed and other

audit procedures are completed, the remaining documentation submitted by other audited licensees no longer has any value. This schedule supersedes Schedule 14.4.

Record Copy: Retain until completion of audit and release of audit results.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #50

Applicant Files: Professional Board Licensing (Pending)

Item #1

This record series consists of files pertaining to applicants for professional board licensure examinations who have either failed to appear for an examination, failed to qualify to take the examination, or have failed to achieve a passing score. The files are maintained in the event that an applicant elects to either re-apply or re-take a board examination. The series includes but is not limited to applications, transcripts, photographs, credentials, correspondence, out-of-state endorsements, and administrative documents. This schedule supersedes Schedule 14.5.

Record Copy: Two (2) anniversary years after date of original application.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #74

Registrant Files: Professional Board

Item #1

This record series consists of files for each registrant to professional boards that include documents required by a board for licensure to practice, continuing education provider and course files. The series includes, but is not limited to, applications, photos, transcripts, test scores, credentials, correspondence, complaints, administrative documents and other supporting documentation. Licenses are renewed every two years. Retention is pursuant to Section 95.11(4)(b), Florida Statutes, statute of limitations for medical malpractice action. This schedule supersedes Schedule 48.1.

Record Copy: Seven (7) anniversary years from the date license was terminated, revoked, relinquished, deceased, or null and void.

Schedule #80

Complaint Files: Sexual Misconduct, Probable Cause / No Probable Cause / Insufficient Evidence

Item #1

This record series consists of legal and investigative cases of alleged sexual misconduct by professions regulated by the Division of Medical Quality Assurance. This includes cases where probable cause, no probable cause, and insufficient evidence is found. The series may include, but is not limited to, initial complaints; witness statements; documentary evidence related to x-rays, video tapes, compact discs, tapes and prescriptions; investigator's notes; correspondence related to investigation; and report of investigation. Records created pursuant to Chapter 456, Florida Statutes, Health Professions and Occupations: General Provisions; and Rule 64, Florida Administrative Code, Department of Health. This schedule supersedes Schedules 14.15 and 14.17.

Record Copy: Twenty-five (25) anniversary years after case closed.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #81

Complaint Files (Closed): Notices of Non-Compliance

Item #1

This record series consists of complaint files of professions regulated by the Division of Medical Quality Assurance where a minor violation has occurred and a Notice of Non-Compliance was issued, signed for, and the violation corrected within 15 days. If the violation is not corrected within 15 days, the records are covered by schedule 78, Medical Quality Assurance Complaint Records (Closed): Probable Cause Found (Excluding Sexual

Misconduct), or schedule 79, Medical Quality Assurance Complaint Records (Closed): No Probable Cause Found (Excluding Sexual Misconduct). The series may include, but is not limited to, initial complaints; witness statements; documentary evidence; investigator's notes; correspondence related to the complaint; and Notices of Non-Compliance. Records created pursuant to Chapter 456, Florida Statutes, Health Professions and Occupations: General Provisions; and Rule 64, Florida Administrative Code, Department of Health. This schedule supersedes Schedule 14.19.

Record Copy: Two (2) anniversary years from date of Department's closure provided no other discipline or litigation is pending.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

Schedule #120

Inspection Reports

This record series consists of inspection reports prepared by inspectors to ensure compliance with rules and standards of practice established by law pertaining to pharmacies, dental laboratories and electrology establishments. The records document such information as business name, address, operating hours, permit number, date of inspection, facility requirements and inspector remarks. Records created pursuant to Florida Statutes Chapter 458, Medical Practice; Chapter 459, Osteopathic Medicine; Chapter 461, Podiatric Medicine; Chapter 463, Optometry; Chapter 464, Nursing; Chapter 480, Massage Practice; and Chapter 484, Dispensing of Optical Devices and Hearing Aids. This schedule supersedes Schedule 14.7.

Record Copy: Seven (7) anniversary years after date of inspection.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

PUBLIC HEALTH STATISTICS AND PERFORMANCE MANAGEMENT – VITAL STATISTICS

Schedule #6

Burial-Transit Permits

Item #1

This record consists of burial-transit permit applications (DH 326). The burial-transit permit is prepared by the funeral director/direct disposer in triplicate. Either a deputy register or sub-registrar will issue the permit (part B). The pink (Local Registrar) copy is filed with the Local Registrar in the county where the death occurred. The original copy accompanies the decedent to the place of final disposition. The person in charge of the place of final disposition must complete the burial-transit and return it within (10) days to the Local Registrar in the county where they are located. The yellow copy of the burial-transit is retained by the funeral director/direct disposer preparing the permit. Authorization: Chapter 382, Florida Statutes.

Record Copy: Three (3) years from date of filing.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.

STATE SURGEON GENERAL - GENERAL COUNSEL

Schedule #77

Court Ordered Garnishment Records

Item #1

This record series documents court ordered garnishments of employee wages. The series may include, but is not limited to, child support records, bankruptcy records, tax levies and any other court ordered garnishments stating the total amount to be collected and the amount to be

deducted from each payroll; copies of final judgment of continuing garnishment; collection worksheets; employee last payment details; and copies of receipt of service of garnishment.

Record Copy: Five (5) fiscal years after file becomes inactive.

Duplicate Copy: Retain until obsolete, superseded, or administrative value is lost.