

DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH
WOMEN'S AND CHILDREN'S HEALTH SECTION
IMMUNIZATION BRANCH

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including machine readable records not listed in this schedule are not authorized to be destroyed.** The

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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

Gale Polk, Chief Records Officer
Department of Health and Human Services

Beth Rowe-West, Branch Head
Immunization Branch

Kevin Ryan, M.D., Chief
Women's and Children's Health Section

Ann F. Wolfe, M.D., M.P.H., Director
Division of Public Health

Jeffrey J. Crow, Director
Division of Archives and History

APPROVED

H. David Bruton, M.D., Secretary
Department of Health and Human Services

Betty Ray McCain, Secretary
Department of Cultural Resources

This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

January 24, 2000

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ITEM 8163. CORRESPONDENCE FILE.

Correspondence written to and/or received by the branch concerning the administration of activities, policies and procedures, and promotion of public relations for the branch.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 8166. VACCINE REPORTS AND ORDERS FILE.

Records in paper and machine readable formats concerning the ordering and shipping of vaccines by the local health departments and private health care providers. File includes vaccines administered logs, individual vaccine order forms, material order forms, semi-annual inventory reports, monthly doses administered reports, benchmark data, pilot data and related forms, annual surveys, and other related records. File also includes dates vaccines ordered and shipped. (File maintenance and backup procedures are conducted by Department of Health and Human Services, Division of Public Health, Women's and Children's Section Local Area Network (LAN) Administrator.)

DISPOSITION INSTRUCTIONS: Destroy in office paper records 60 days after information is keyed and all quality control procedures have been completed. Retain in office remaining records permanently.

ITEM 39780. PROCUREMENT FILE.

Reference copies of records concerning the procurement process for services and goods. File includes purchase requests, purchase orders, service contracts, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 3 year(s) after termination of agreement/contract if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 39781. KINDERGARTEN/FIRST-GRADE IMMUNIZATION STATUS FILE.

Records concerning immunization status of kindergarten and first-grade students. File includes students' names, addresses, social security numbers. Information entered into Kindergarten/First-Grade Database (Electronic) File (Item 39783).

DISPOSITION INSTRUCTIONS: Destroy in office after 6 month(s).

ITEM 39782. DAY CARE IMMUNIZATION STATUS FILE.

Records concerning immunization status of children in day care facilities. File includes children's names, addresses, social security numbers, birthdates. Information entered into Day Care Database (Electronic) File (Item 39785).

DISPOSITION INSTRUCTIONS: Destroy in office after 6 month(s).

ITEM 39783. KINDERGARTEN/FIRST-GRADE DATABASE (ELECTRONIC) FILE.

Machine readable records concerning the immunization of children in day care facilities, kindergarten and first-grade students. Electronic file includes children's names, addresses, and immunization status. (File maintenance and backup procedures are conducted by Department of Health and Human Services, Division of Public Health, Women's and Children's Section Local Area Network (LAN) Administrator).

DISPOSITION INSTRUCTIONS: Retain in office permanently.

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ITEM 39784. KINDERGARTEN/FIRST-GRADE FILE.

Computer generated printouts produced from Kindergarten/First-Grade Database (Electronic) File (Item 39783). Printout lists whether a day care facility has submitted its report, and when the next report is due.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 39785. DAY CARE DATABASE (ELECTRONIC) FILE.

Machine readable records concerning the immunization of children in day care facilities. Electronic file includes children's names, addresses, and immunization status. (File maintenance and backup procedures are conducted by Department of Health and Human Services, Division of Public Health, Women's and Children's Section Local Area Network (LAN) Administrator).

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 39786. DAY CARE FILE.

Computer generated printouts produced from Day Care Database (Electronic) File (Item 39783). Printouts lists whether a day care facility has submitted its report, and when the next report is due.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 44517. AGENCY VACCINE FILE.

Records concerning yellow fever vaccine, vaccine adverse events reporting system documents, and vaccine bulk order documents. File includes correspondence and documentation on who can administer and how to administer the yellow fever vaccine. File also includes reports on bulk vaccine orders and reports due to adverse events occurring in North Carolina.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 44518. INDIVIDUAL PROVIDER'S FILE.

Records concerning local health departments' and private health care providers' participation in the state's immunization programs. File includes private health care providers and local health departments agreements, sign-up documents, inactivation documents, provider profiles, wasted vaccine reports, site visit data, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.