

State of Nevada Approved Records Retention and Disposition Schedule

Health Division: Bureau of Child, Family and Community Wellness

Schedule ID # 550811

Version Date: 9/9/2020

This version supersedes all previous versions.

1990374 Communicable Diseases Case Reports

Description: This record series consists of case reports on form CDC 53.1. The reports are filed alphabetically by disease; arranged by county and chronologically within each file. The files provide the State Health Division with the ability to monitor the occurrence of reportable diseases.

Retention: Retain these records for a period of five (5) calendar years from receipt or production.

Disposition: Destroy Securely

1990376 Communicable Diseases Confidential Case Reports

Description: This record series contains completed case reports, form O-1221, for each disease the State Health Division deems reportable. The file includes the patient's name, age, sex, race, birth date, occupation, employer, address, disease, diagnosis, date of diagnosis, lab results, and reporting physician. The records series provides data necessary to generate statistical reports prepared by the division, and provides information used to monitor and control incidences of disease within the state. The series is arranged alphabetically by disease.

Retention: Retain these records for a period of five (5) calendar years from the date of receipt or production.

Disposition: Destroy Securely

1990375 Communicable Diseases Contact Notification Letters

Description: This records series consists of copies of letters which have been mailed to individuals to inform them of possible contact or exposure to a reportable communicable disease.

Retention: Retain these records for a of five (5) calendar years following receipt or production.

Disposition: Destroy Securely

1990377 Communicable Diseases Epilepsy Notification Letters

Description: This records series consists of letters to the section from physicians within the state to report cases of epilepsy. The series provides the division with information for statistical purposes, and provides information on occurrence and location.

Retention: Retain these records for a period of five (5) calendar years from the date of receipt or production.

Disposition: Destroy Securely

1990378 Communicable Diseases Interstate Notification of Disease Files

Description: This records series consists of completed CDC form, 4.337, and is reported to the Center for Disease Control in Atlanta, GA. The file contains the patient name and diagnosis, and may contain brief comments and information regarding the patient. It serves to notify states of the movement of individuals with reportable diseases.

Retention: Retain these records for a of five (5) calendar years from receipt or production.

Disposition: Destroy Securely

2008058 Immunization Information System

Description: These records are used to document vaccinations for individuals residing in Nevada in the State Immunization information System (See Nevada Revised Statute (NRS) 439.265 and corresponding regulations- not yet codified). The record may contain but is not limited to: Patient name, date of birth and social security number; Identifying patient demographic information; Vaccination data.

Retention: Retain this data for a period of one hundred (100) years from the date of immunization.

Disposition: Destroy Securely

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1990383 Immunization Program Adverse Events Reports

Description: This records series consists of reports on adverse events resulting from immunizations. The original report is sent to the Center for Disease Control in Atlanta, Ga. The file is arranged alphabetically by patient name.

Retention: Retain these records for a period of five (5) calendar years from date of receipt or production.

Disposition: Destroy Securely

1990382 Immunization Program Quarterly Reports

Description: This records series consists of a quarterly reporting of all reportable diseases. The report is generated by the section for transmission to the Center for Disease Control in Atlanta, GA where the copy of record is maintained. The file consists of case reports by disease, their number, and geographic distribution.

Retention: Retain for a period of five (5) calendar years.

Disposition: Permanent: Transfer to State Archives

2011034 Out-of-School Recreation Program Permit Files

Description: These records document the Out-of-School Recreation Program Permits issued to local governments (NRS Chapter 432A and Assembly Bill (AB) 362, from the 2011 Legislative Session). The records may include but are not limited to: permit applications, fee information, inspection reports, associated documentation, and related correspondence.

Retention: Retain for three (3) calendar years from the end of the calendar year in which the permit expires.

Disposition: Destroy

2010039 Ryan White Program Client Grievance Files

Description: These records document the grievance by clients against participating pharmacies submitted to the Ryan White Program (See 42 U.S.C. § 300ff-21 et seq. and NRS 441A.260). The records may contain, but are not limited to: Grievances with associated documentation; Review and tracking utilization documentation; Technical training for the pharmacies documentation; Termination documentation; Related correspondence.

Retention: Retain these records for a period of three (3) calendar years from the closure of the case.

Disposition: Destroy Securely

2006023 Women, Infants & Children (WIC): Client Case Files

Description: These records document the individual case files of clients of the Women, Infants & Children (WIC) nutrition program. The records may include but are not limited to: applications, social information, eligibility documentation, medical histories; documentation of verbal communications, fiscal material, associated documentation, and related correspondence.

Retention: Retain for six (6) calendar years from the end of the calendar in which the client leaves the program.

Disposition: Destroy Securely

2006022 Women, Infants & Children (WIC): Reports

Description: These records document annual reports on Women, Infant and Children (WIC) nutrition program functions. The records may include but are not limited to: financial and program status reports, participation reports, vendor activity, WIC budget, WIC Administrative Expenditure Report, Financial Status Report, WIC State Plan, racial-ethnic participation report, associated documentation, and related correspondence.

Retention: Retain for six (6) calendar years from the end of the calendar year in which the report was submitted.

Disposition: Permanent: Transfer to State Archives

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2011044 Women's Health Connection Program Medical Files

Description: These records document medical services provided to clients of the program. These records may contain, but are not limited to: Application material; Financial eligibility; Authorizations for services; Referrals of services; Copies of medical forms; Reports; Procedure reports; Related correspondence.

Retention: Retain these records for a period of six (6) calendar years from the last date the client receives services through the program.

Disposition: Destroy Securely
