

Tuberculosis and Refugee Records

Record	Retention Schedule	Record Copy	Duplicate Copy
(INH Preventive Treatment Monitoring form, DH 131 (medical record) OBSOLETE	GS 4, Item 80	7 years from last entry	OSA
Monthly (INH) Preventive Treatment Record, DH 130 OBSOLETE	GS1-SL-#124: Operational & Statistical Report Records	OSA	OSA
Monthly TB Suspect/Case Status Record, DH 2056 OBSOLETE	GS1-SL-#124: Operational & Statistical Report Records	OSA	OSA
TB Medical Report and Treatment Plan, DH 1173, 2/98 (Initial/follow-up reports on patient with TB) (medical record)	GS4, Item #80: Patient Medical Records	7 years after last entry	OSA
Tuberculosis Record Flow sheet, DH 3106 (medical record)	GS4, Item #80: Patient Medical Records	7 years after last entry	OSA
Tuberculosis Preventive Therapy Record DH 2046 (medical record)	GS 4, Item 80	7 years after last entry	OSA
Patient Status Form- TB, DH 167 (X-ray form) (medical record)	GS4, Item #80: Patient Medical Records	7 years after last entry	OSA
Acknowledgement of Tuberculosis Counseling Form, DH 1179 (medical record)	GS4, Item #80: Patient Medical Records	7 years after last entry	OSA
Notice of Counseling of Directly Observed Therapy (DOT) for Tuberculosis, DH 1184 (medical record)	GS4, Item #80: Patient Medical Records	7 years after last entry	OSA
Clinical Pathway for Case Managing Tuberculosis Suspects/ Cases, DH 2107(medical record)	GS4, Item #80: Patient Medical Records	7 years after last entry	OSA

Tuberculosis Laboratory Record, DH 2108 (medical record)	GS4, Item #80: Patient Medical Records	7 years after last entry	OSA
Tuberculosis Contact Investigation Report, DH 2109	GS4, Item #80: Patient Medical Records	7 years after last entry	OSA
TB Directly Observed Therapy Log, DH 2110 (medical record)	GS4, Item #80: Patient Medical Records	7 years after last entry	OSA
Tuberculosis Field Activity Form, DH 2111 (medical record)	GS4, Item #80: Patient Medical Records	7 years after last entry	OSA
Targeted TB Testing Log, DH 2112	GS4, Item #80: Patient Medical Records	7 years after last entry	OSA
Targeted TB Testing Summary, DH 2113	GS4, Item #80: Patient Medical Records	7 years after last entry	OSA
Tuberculosis Skin Testing Client Questionnaire, DH 2122 (medical record)	GS4, Item #80: Patient Medical Records	7 years after last entry	OSA
Evaluation Sheet For Contact Investigation in Corrections, DH 2123	GS4, Item #80: Patient Medical Records	7 years after last entry	OSA
Laboratory Report (medical record)	GS4, Item #80: Patient Medical Records	7 years after last entry	OSA
X-ray Film	Normal and Abnormal: GS4, Item #80: Patient Medical Records	7 years after last entry	OSA
SURVS-TB hard copies, maintained in CHD medical record	GS4, Item #80: Patient Medical Records	7 years after last entry	OSA
SURVS-TB database, maintained in Tallahassee	DH Schedule #1.2	Electronic, Permanent	OSA
ICCR data base (Intra/Interstate transfer of TB cases, maintained in Tallahassee	DH Schedule # 1.2	Electronic, Permanent	OSA
TB Management Reports (Tallahassee-copy of record)	DH Schedule #1.2	Electronic, Permanent	OSA

Class A, CDC 75.18 and Class B, CDC 75.17 TB Form	DH Schedule #1.5	Electronic, Permanent	OSA
Refugee Health Assessment Form (official record kept in Tallahassee)	DH Schedule #1.7	3 years or until applicable audits have been released	OSA
Medical Examination of Applicants for United States Visas, DH 2053 (copy of record held in medical record)	GS 4, Item 80	7 years from date of last entry	OSA
<p>DH Schedules #1 and #2 = Retention schedules developed in Disease Control and published by the Department of Health</p> <p>GS1= General Records Schedule, GS1, State and Local Government Agencies (published by the Department of State)</p> <p>GS4= General Records Schedule, GS 4, Public Health Care Facilities and Providers (published by the Department of State)</p> <p>OSA = until obsolete, superseded, or administrative value is lost. (In plain English- until you do not need it.)</p>			