

SUBJECT: Records Destruction Resolution
TO: Mr. J. William Reynolds, Council President
FROM: Kristen Wenrich, Director Bethlehem Health Bureau
DATE: September 13, 2017

Attached to this memorandum is a proposed resolution for Council's consideration. Council previously adopted the Municipal Records Retention Act. That Act contains a schedule for the destruction of records. By adopting the Act, Council obligated the City to follow that schedule.

The Bethlehem Health Bureau would like to destroy the records listed on the attached exhibit. I have reviewed the Act and the records fall within categories where destruction is permitted.

I would request that Council pass the resolution so that the records can be destroyed. Please contact me should you require a further explanation.

Copies To:

By: _____

KW

EXHIBIT A

**DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT
BUREAU OF HEALTH
Records to be Approved for Destruction**

| <u>DESCRIPTION OF RECORDS</u> | <u>YEAR(S)</u> | <u>BOX SIZE</u> L x W x H | <u>Total #</u> <u>OF</u> <u>BOXES</u> | <u>STATE</u> <u>GUIDELINES</u> <u>PAGE /</u> <u>RECORDS</u> <u>MANUAL</u> <u>SECTION</u> |
|--------------------------------------|-----------------------|--------------------------------------|--|---|
| | | | 13 | |
| Payroll Sheets & Time Sheets | 2006-2007 | 12 x 15 x 10 | 1 | Pg 2 C / PL-14 |
| Payroll Sheets & Time Sheets | 2008-2009 | 12 x 15 x 10 | 1 | Pg 2 C / PL-14 |
| Payroll | 2010 | 12 x 10 x 15 | 1 | Pg 2 C / PL-14 |
| HIV | 2010 | 12 x 10 x 15 | 2 | Pg 16 HD-67 |
| HIV | 2004 | 12 x 10 x 15 | 1 | Pg 16 HD-67 |
| Tobacco Smoking Cessation | 2001-2010 | 12 x 10 x 15 | 3 | Pg 2 HD-7 |
| Caring for 2 prenatal | 2005 | 12 x 10 x 15 | 1 | Pg 16 HD-69 |
| Animal Bites | 2010 | 12 x 10 x 15 | 1 | Pg 15 HD-66 |
| Hepatitis C tests | 2000-2010 | 12 x 10 x 15 | 1 | Pg 4 HD-11 (7) |
| Dental | 2001 | 12 x 10 x 15 | 1 | Pg 16 HD-68 |
| | | | | |

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|---|-----------------------|---|-------------------------------------|---|
| Pediatric clinic charts | Pre-1989 | 12 x 10 x 15 | 1 | Pg 16-HD 70 |
| Invoicing – Grant- please see attached memo | 2001 | 12 x 15 x 10 | 1 | Pg 40/FN 2 |
| Invoicing – Grant | 2002 | 12 x 15 x 10 | 1 | Pg 40/FN 2 |
| Invoicing –Grant | 2003 | 12 x 15 x 10 | 1 | Pg 40/FN 2 |
| Invoicing –Grant | 2004 | 12 x 15 x 10 | 1 | Pg 40/FN 2 |
| Program Grants – Please see attached memo | 2005 | 12 x 15 x 10 | 2 | Pg 70/PH-7 |
| Program Grants | 2005-2008 | 12 x 15 x 10 | 2 | Pg 70/PH-7 |
| Invoicing Grant Please see attached memo | 2006 | 12 x 15 x 10 | 1 | Pg 40 / FN 2 |
| Program Grants | 2008 | 12 x 15 x 10 | 1 | Pg 70/PH-7 |
| Invoicing – Grant see attached memo | 2008-2009 | 12 x 15 x 10 | 1 | Pg 40/FN -2 |
| Invoicing Grant Please see attached memo | 2009 | 12 x 10 x 15 | 1 | |
| Program Grants | 2010 | 12 x 10 x 15 | 1 | Pg 70 PH-7 |
| Copies of children’s immunization records | 1994-1998 | 12 x 10 x 15 | 1 | Pg 16 HD 70-3 |
| Program Plans | 2004-2006 | 12 x 10 x 15 | 1 | Pg 2 HD-4 |
| Peds Clinic Charts | 1991-1992 | 12 x 10 x 15 | 5 | Pg 16 HD-70 (1) |
| H1N1 consent forms – children | 2009 | 12 x 10 x 15 | 1 | Pg 16 HD-70-3 |
| Chronic Disease program grants | 2004-2014 | 12 x 10 x 15 | 2 | Pg 2 HD-4 |
| Women’s Clinic – old charts | 2005-2010 | 12 x 10 x 15 | 1 | Pg 13 HD-60 |
| Healthy Woman program files | 2006-2010 | 12 x 10 x 15 | 2 | Pg 13 HD-60 |
| | | | | |

Exhibit A

Bureau of Health

For all Invoicing records – This means copies of invoices, timesheets, mileages, expense and reconciliation forms that were charged to a specific grant (account number) that we sent to the state for reimbursement. Invoicing is done on a monthly basis for our grant funded accounts. These are only copies sent to the State. The Controller’s office has all the originals.

Immunization Record Binders – These are actually binders from A-Z that contain only the immunizations that the child received at our Pediatric Clinic by us and the date they received them. We have not had a Pediatric Clinic in a very long time. Most of the charts have been destroyed except for a few boxes that we still have left. The years varies by DOB but I think we gave up the Pediatric clinic in 1998?

Board of Health – These are actually the meeting minute Tapes **only** from 1994 to 2000. The approved meeting minutes are actually saved on the computer.

H1N1- These are actually consent forms for children that received the H1N1 vaccine in 2009 through our office.

Program Grants Records – These are copies of grants, program files and work statement for the Grants.

Program Plans – Are plans sent to the State with entailing our Goals and Objectives that we have for all of our Programs. These plans are done on a yearly basis and sent to the State.

STD charts from 2009 – I was informed that this is actually 12 boxes of charts for this year.

STD charts from 2010 – I understand that this is an error and we will need to hold onto these charts for another year before they can go before council for approval for destruction. I will remove this from the list.

DOB- typographical error it should read Pediatric or Peds files with DOB 1991-1992- These are old pediatric charts from years ago.

Chronic Disease Program grants – This is copies of the actual chronic disease grant, program files and work statement.

Women’s Clinic – these are old charts from women that we have seen for pap smears and birth control between the years 2005 and 2010. We currently have electronic records for all of our women’s clinic patients.

Flu Consent Form 2010 – I see that we will have to hold onto these records for at least another 3 years before we can present to council for destruction. I will remove from the list.

Healthy Woman program files- These are actually the applications for any women that went through our Healthy Woman Program. Any woman wanting to go through the Healthy Woman Program must fill out a new application every year to verify eligibility.