

Retention and Classification Report

Agency: Davis County (Utah). Health Department. Communicable Disease and
Epidemiology Division (3569)
Communicable Disease & Epidemiology
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Records Officer: _____

10787	Communicable disease client records
10788	*Communicable disease program files
10785	*Human immunodeficiency virus case files
10789	*Laboratory/diagnostic test results

AGENCY: Davis County (Utah). Health Department. Communicable Disease and Epidemiology Division

SERIES: 10787

3

TITLE: Communicable disease client records

DATES: 2010-

ARRANGEMENT: Date of report and then alphabetical by patient's surname

DESCRIPTION:

These files are kept in order to maintain a concise, accurate, and historical record of reportable communicable diseases(infectious diseases, sexually transmitted diseases, human immunodeficiency virus/acquired immune deficiency syndrome, tuberculosis- active disease and latent infection and other illnesses/syndromes). As stated in Utah Code of Communicable Disease Rules (rule R386-702), the report enables the Department of Health to protect public health and prevent and control the spread of communicable diseases. The case records contain personal information including: names, demographics, clinical information, treatment, laboratory/other diagnostic testing, exposed contacts, interview notes, physician/clinic/hospital summaries, investigation report forms, correspondence, and other pertinent information.

RETENTION:

Retain for 21 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Patient and client case files, GRS-1706.

AUTHORIZED: 01-10-2019

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 1 year after being converted to electronic format and then destroy.

Computer data files: Retain in Office for 21 years after date of report and then delete.

AGENCY: Davis County (Utah). Health Department. Communicable Disease and Epidemiology Division

SERIES: 10787

TITLE: Communicable disease client records

(continued)

PRIMARY DESIGNATION:

Exempt UCA 26-25a-101

SECONDARY DESIGNATION(S):

Protected

AGENCY: Davis County (Utah). Health Department. Communicable Disease and Epidemiology Division

SERIES: 10788

1

TITLE: Communicable disease program files

DATES: 1990-undated; 2010.

ARRANGEMENT: Alphabetical by program

DESCRIPTION:

This is a record of incoming and outgoing correspondence related to the Communicable Disease and Epidemiology Program. It includes financial, medical, disease control, policy/procedures, rules, regulations, ordinances, grants, statistical reports/graphs, contracts and other general program operations.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 1 year after being converted to an electronic format and then destroy.

Computer data files: Retain in Office until superseded or obsolete.

Paper: Retain in Office until updated or superseded and then destroy.

PRIMARY DESIGNATION:

Protected

AGENCY: Davis County (Utah). Health Department. Communicable Disease and Epidemiology Division

SERIES: 10785

1

TITLE: Human immunodeficiency virus case files

DATES: 2000-2018.

ARRANGEMENT: None

DESCRIPTION:

These files contain medical and epidemiological information on patients, suspects and contacts for future research and disease intervention strategies. As stated in the Utah Code of Communicable Disease Rules, the reports are intended to enable the Department of Health to protect the public health, and prevent and control communicable disease. Information includes patient's name, telephone number and address; physician's name and telephone number; the hospital; medical record number; name and phone number of the person completing form; date form completed; status report (new case or update); and the reporting health department. The State Bureau of HIV/AIDS Prevention and Control maintains the record copy of positive case files permanently.

RETENTION:

Retain for 4 year(s) after case is closed or until date of birth

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years after after case closed and then destroy.

PRIMARY DESIGNATION:

Exempt Utah Code 26-6-20.5(2008), 26-25a-101(2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2019.

AGENCY: Davis County (Utah). Health Department. Communicable Disease and Epidemiology Division

SERIES: 10789

1

TITLE: Laboratory/diagnostic test results

DATES: 1990-undated; 2010-2018.

ARRANGEMENT: Alphabetical by surname of client

DESCRIPTION:

This record is used to assist in the diagnosis of a communicable disease or other health-related circumstances. Testing procedures may include the following specimens: blood, urine, nasal/nasopharyngeal secretions, stool, discharge secretions, lesion fluid, body tissue, CSF, skin scrapings, and respiratory samples. Some types of laboratory/diagnostic testing to be performed include: cultures, ELISA, PCR, antigen/antibody, smears, gram stains, serotyping, quantiferon, genotyping, FTA, RPR, NAP, rapid tests, CMP, LFTs, CBC, various panels, susceptibilities, and x-rays. As stated in the Utah Code of Communicable Disease rules (R386-702), the reports enable the Department of Health to protect public health and prevent and control the spread of communicable diseases.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 1 year after being converted to an electronic format and then destroy.

Computer data files: Retain in Office for 4 years and then delete.

APPRAISAL:

These records have administrative value(s).

AGENCY: Davis County (Utah). Health Department. Communicable Disease and Epidemiology Division

SERIES: 10789

TITLE: Laboratory/diagnostic test results

(continued)

PRIMARY DESIGNATION:

Exempt UCA 26-25-3, UCA 26-6-27

SECONDARY DESIGNATION(S):

Protected

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2019.