Retention and Classification Report

Agency: Davis County (Utah). Health Department. Communicable Disease and Epidemiology Division (3569)
Communicable Disease & Epidemiology
22 S State, Clearfield, PO Box 618
Farmington, UT 84025
801-525-5200

Records Officer: _____

10787 Communicable disease client records

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.

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(continued)

PRIMARY DESIGNATION:

Exempt UCA 26-25a-101

SECONDARY DESIGNATION(S):

Protected