

RECORDS RETENTION SCHEDULE

Form RC-050 (Revised 11/2008)

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RETENTION SCHEDULE
#10-1-1

AGENCY: Department of Public Health	AGENCY ADDRESS: 410 Capitol Avenue, Hartford, CT 06106	This schedule is: <input type="checkbox"/> original <input checked="" type="checkbox"/> revised If revised, superseded retention schedule number(s): #00-4-2, Immunization section (page 4)
PROGRAM / UNIT: Public Health Initiatives Branch: Family Health Section – Immunization Program		

RMLO (type or print): Lisa Kessler	TITLE (type or print): Staff Attorney	APPROVED (State Archivist): Mark Jones (signature on file)	DATE: 1/15/10
APPROVED (RMLO): Lisa Kessler (signature on file)	DATE: 1/12/10	APPROVED (Public Records Administrator): LeAnn R. Power (signature on file)	EFFECTIVE DATE OF SCHEDULE: 1/15/10

SERIES NUMBER	RECORDS SERIES TITLE & DESCRIPTION	APPROVED RETENTION PERIOD			NOTES & CITATIONS
		Office (A)	Off-site (B)	Total (A + B)	
1.	Connecticut Immunization Registry and Tracking System (CIRTS): Database Consists of ongoing computer-based registry of children who have not yet begun first grade of school and their complete immunization history.	Continuously updated	- 0 -	Continuously updated	Conn. Agencies Regs. §19a-7h-1 through 4 authorize CIRTS.
2.	Connecticut Immunization Registry and Tracking System (CIRTS): Enrollment / Refusal Forms Consists of enrollment and refusal forms for CIRTS.	3 years from date received	- 0 -	3 years from date received	Conn. Agencies Regs. §19a-7h-1 through 4 authorize CIRTS.
3.	Connecticut Immunization Registry and Tracking System (CIRTS): Childhood Immunization Histories Consists of childhood immunization histories for CIRTS.	3 years from date received	- 0 -	3 years from date received	Conn. Agencies Regs. §19a-7h-1 through 4 authorize CIRTS.
4.	Day Care Surveys (IMM-DCS 1-2) Consists of annual surveys of day care facilities.	1 year from date of survey	- 0 -	1 year from date of survey	See #09-6-1 for day care licensure files.
5.	School Surveys (IMM-4) Consists of annual surveys of schools.	1 year from date of survey	- 0 -	1 year from date of survey	
6.	Vaccine Order and Usage Forms (VOF 1) Consists of order and usage forms for vaccines. The Central Office (yellow copy) is the record copy.	1 year from year submitted	- 0 -	1 year from year submitted	

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