



THE GEORGIA ARCHIVES

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Records and Information Management Services State Agency Specific Schedules For Human Resources, Dept. of

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Adult Client Health Records	Records pertaining to clients older than 18 years of age	10 years from date of last service		Temporary - Long Term		0427-016
Breast and Cervical Cancer Screening Program Files		5 years		Temporary - Short Term		0427-001
Child Client Health Records	Records pertaining to clients younger than 18 years of age	10 years after client reaches age of majority (18 in Georgia) or 28 calendar years from date of last service		Temporary - Long Term		0427-017

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Childhood Lead Screening Client Case Files		15 years		Temporary - Long Term		0427-008
Children's High-Risk Screening and Case Management Records (Babies Can't Wait, Children First)	All documents relating to health services provided to Babies Can't Wait and Children First clients; includes evaluations, diagnoses, prognoses, lab reports, X-rays, prescriptions, and other technical information used in assessing the patient's condition	5 years from date of last service; for Children First, 5 years from the child's exit from the program or 5th birthday		Temporary - Short Term		0427-019

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Children's Medical Services Health Records	All health records pertaining to clients seen by Children's Medical Services; includes evaluations, diagnoses, prognoses, lab reports, X-rays, prescriptions, and other technical information used in assessing the patient's condition	6 years after client reaches age of majority (21 years per Medicaid)		Temporary - Long Term		0427-018
Children's Medical Services State-Wide Patient Record Case Files		Retain until age 18		Temporary - Short Term		0427-009
Client Service Records		5 years		Temporary - Short Term		0427-007
County Health Client Immunization Files		100 years		Temporary - Long Term		0427-004

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
County Health Department Lab Test Reports		Recorded on master index: retain for useful life; not recorded: retain for 2 years		Temporary - Short Term		0427-015
County Health Department Master Index Clinic Record		20 years		Temporary - Long Term		0427-014
County Health Department Pregnancy- Related Services Files		6 years		Temporary - Short Term		0427-006
Family Planning Program Patient Consent for Sterilization Files		50 years		Temporary - Long Term		0427-011
Family Planning Visitation Client Case Files		10 years from date of last service		Temporary - Long Term		0427-012
Immunization Consent Records	Includes only consent forms for immunization	5 years from date of service		Temporary - Short Term		0427-022

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Immunization Records (Post-1996)	Includes, but is not limited to recording of date of immunizations and associated clinical information in electronic system (GRITS)	6 years after client's death		Temporary - Long Term		0427-021
Immunization Records (Pre-1996)	Paper immunization records	Retain until child reaches age 28; includes any paper record of immunizations not entered into electronic database; does not include informed consent form		Temporary - Long Term		0427-021
Inactive County Health Department Syphilis Case Files		21 years		Temporary - Long Term		0427-002

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Inactive County Health Department TB Case Files		21 years		Temporary - Long Term		0427-003
Pregnancy-Related Services/Perinatal Case Management (PRS/PCM) Health Records	All documents relating to health services provided to PRS/PCM clients	6 years from date of last service		Temporary - Short Term		0427-024
Scoliosis School Screening Records	All health records pertaining to scoliosis screenings	6 years from date of original screening		Temporary - Short Term		0427-026
Single-Encounter Health Records	Health records pertaining to one-time service encounters; includes newborn metabolic screening forms, individual consent service slips, sports physical forms, forms for walk-in PPDs, and hearing, vision, dental, or nutrition screening forms	5 years from date of service		Temporary - Short Term		0427-025

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Syphilis Records	All documents relating to health services provided to clients diagnosed with syphilis	20 years from date of last service		Temporary - Long Term		0427-013
Tuberculosis Records (Cases/Treatment)	All documents relating to health services provided to tuberculosis patients; "cases" includes those clients with active TB infection and/or with latent TB infection (LTBI) and an abnormal chest X-ray	21 years from date of last service		Temporary - Long Term		0427-020
Tuberculosis Records (Negative X-rays)		10 years from end of calendar year in which X-ray was taken		Temporary - Short Term		0427-020

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Tuberculosis Records (Positive X-rays)		10 years from end of calendar year in which X-ray was taken		Temporary - Long Term		0427-020
Tuberculosis Records (Prophylaxis/Prevention)	All documents relating to health services provided to tuberculosis clients; "prophylaxis" includes those clients with LTBI and a normal chest X-ray	21 years from date of last service		Temporary - Short Term		0427-020
Women, Infants, and Children (WIC) Health Records	WIC-associated health records; applies only to WIC health records kept separately from child health records (if WIC records are kept as part of child health records, follow schedule 427-017)	Retain for 3 years past the end of calendar year in which date of last service occurred		Temporary - Short Term		0427-023