



BALTIMORE COUNTY
OFFICE OF CENTRAL SERVICES
Records Management Division

SCHEDULE NO.
C-597

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Baltimore County Health Department

Nursing Services

AGENCY

DIVISION

ITEM NO.	DESCRIPTION	RETENTION
	<p>SUPERCEDES SCHEDULE C560 and C560-A</p> <p>1. <u>FAMILY CENTERED HOME CARE</u> Files contain but are not limited to the following:</p> <ul style="list-style-type: none"> A. Hospital Patient Data (copy) B. Discharge summary form hospital (copy) C. Pre-discharge referral (copy) D. Nurses' notes and continuation sheets (Problem list, care plans, flow chart) E. Interagency referrals F. Physicians' orders G. Correspondence, application for programs and other documents pertaining to chronic disease patients. <p>NOTE: These records are not covered by State Retention Schedule 1043.</p> <p>2. <u>COORDINATED DATA SYSTEM SOURCE DOCUMENTS</u> These files include the following:</p> <ul style="list-style-type: none"> Employee Encounter Report CDS-3 Daily Activity Report CDS-2 Clinic Encounters CDS-17 & CDS-7 	<p>Retain for ten (10) years after last service entry, then destroy.</p> <p>Retain for five (5) years after the completion of Home Health Cost Report.</p> <p>Retain for two (2) years, then destroy.</p>

SCHEDULE APPROVED BY
RECORDS MANAGEMENT OFFICER

11-30-87 Serald A. Lush
DATE SIGNATURE

SCHEDULE APPROVED BY
COUNTY ADMINISTRATIVE OFFICER

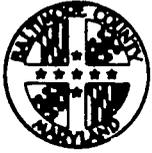
12/3/87 B. M. Schuch
DATE SIGNATURE

SCHEDULE APPROVED BY
AGENCY, OR DIVISION REPRESENTATIVE

12/1/87 Grace D. Holland
DATE SIGNATURE

SCHEDULE APPROVED BY
STATE ARCHIVIST

12/2/87 Frank
DATE SIGNATURE



RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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ITEM NO.	DESCRIPTION	RETENTION
3.	<p><u>COORDINATED DATA SYSTEM SOURCE DOCUMENT</u></p> <p>Day sheet for public Health School Nurse CDS-31</p> <p>These sheets are childrens' health suite activity sheets and are used as computer input documents. The information taken from the sheets is used for statistical purposes.</p>	<p>Retain for one (1) year after input into computer, then destroy.</p>