

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

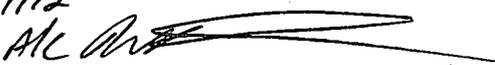
Schedule No. C1197

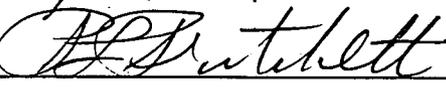
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Agency: Howard County Government
 Fire & Rescue Services

Division/Unit: Admin Services - Medical

Item No.	Description	Retention
1	INJURY REPORTS – documentation of injuries and exposures which occur in the workplace. The data includes Employee Incident/Injury Reports and associated documentation which may include departmental memoranda, progress reports from personal and/or county-approved physicians, health insurance claim forms, and documentation noting physician approval for return to full-duty status	Retain access to files of current employees in office; transfer files to offsite storage upon separation from employment; destroy files 30 years after separation from employment.
2	ANNUAL PHYSICAL REPORTS - documentation to comply with NFPA 1582, <u>Standard on Comprehensive Occupational Medical Program for Fire Departments 2007 Edition</u> . The data is provided by the county-authorized occupational medicine specialist and may include physical exam summary information, Medical Examination Reports for Commercial Driver Fitness Determination, and documentation noting physician approval for continuation in full-duty status.	Retain access to files of current employees in office; transfer files to offsite storage upon separation from employment; destroy files 30 years after separation from employment.

Schedule Approved by Department, Agency, or Division Representative.
 Date 10/11/12
 Signature 
 Typed Name William Anuszewski
 Title Assistant Chief, Administrative Services

Schedule Approved by County Records Management Representative.
 Date 11/5/12
 Signature 

Schedule Authorized by State Archivist
 Date 12/19/2012
 Signature 

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

Schedule No. CC1197

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Agency: Howard County Government
Fire & Rescue Services

Division/Unit: Admin Services - Medical

Item No.	Description	Retention
3	IMMUNIZATION REPORTS – documentation of immunizations administered to personnel. This data may include tuberculosis screenings, and various immunizations.	Retain access to files of current employees in office; transfer files to off-site storage upon separation from employment; destroy files 30 years after separation from employment.
4	SUBSTANCE ABUSE TESTING REPORTS – documentation of completion of substance abuse testing. This data may include verification of substance abuse testing as well as information supplied by personnel listing current medications which may be identified by substance abuse testing	Retain access to information for 3 years, then destroy.
5	FMLA DOCUMENTATION – documentation of personnel FMLA requests and approvals/disapprovals by Howard County Human Resources. This data may include FMLA requests, supporting documentation from treating physicians, and interdepartmental correspondence.	Retain access to information for 3 years, then destroy.

RECORDS RETENTION INVENTORY WORKSHEET

1. Department (Please include bureau or section): Department of Fire and Rescue Services Administrative Services Bureau		
2. Address: 6751 Columbia Gateway Drive Suite 400 Columbia, MD	3. Zip Code: 21046	4. Date: 01/20/2012
5. Person Completing Form: Susan Shainline	6. Title: Administrative Analyst II	7. Phone: 410.313.5915

RECORD INFORMATION

8. Record Series Title (no abbreviations): Personnel Medical Records
9. Variant or Alternate Titles (abbreviations OK): Medical Files, Med Files, Med Records
10. Record Series Description. Include the purpose of this record series (why you collect the information, how you use it, etc.) and the data included in this record series (you may attach representative documents): Injury Reports – This information is collected to document injuries and exposures which occur in the workplace. The data includes Employee Incident/Injury Reports and associated documentation which may include departmental memoranda, progress reports from personal and/or county-approved physicians, health insurance claim forms, and documentation noting physician approval for return to full-duty status. Annual Physical Reports – This information is collected to document compliance with NFPA 1582, <u>Standard on Comprehensive Occupational Medical Program for Fire Departments 2007 Edition</u> . The data is provided by the county-authorized occupational medicine specialist and may include physical exam summary information, Medical Examination Reports for Commercial Driver Fitness Determination, and documentation noting physician approval for continuation in full-duty status. Immunization Reports – This information is collected to document immunizations administered to personnel. This data may include tuberculosis screenings, and various immunizations. Substance Abuse Testing Reports – This information is collected to document completion of substance abuse testing. This data may include verification of substance abuse testing as well as information supplied by personnel listing current medications which may be identified by substance abuse testing. FMLA Documentation – This information is collected to document personnel FMLA requests and approvals/disapprovals by Howard County Human Resources. This data may include FMLA requests, supporting documentation from treating physicians, and interdepartmental correspondence.
11. In the event of a disaster, is this record vital to the Continuity of Operations (COOP)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
12. What is the primary value of this record? <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Legal <input type="checkbox"/> Fiscal <input type="checkbox"/> Historical
13. Are these records subject to <input checked="" type="checkbox"/> audit and/or <input checked="" type="checkbox"/> litigation? Howard County Risk Management can review the contents of folders containing injury reports and annual physical reports when preparing for workers' compensation cases. Injury reports, annual physical reports, and immunization reports can be used when preparing documentation for exposure cases.
14. List all specific legal citations which govern this series: Injury Reports – OSHA 1910.1020(d)(1)(i) Annual Physical Reports – NFPA 1582, <u>Standard on Comprehensive Occupational Medical Program for Fire Departments</u> , Section 4.1.13 Medical Record Keeping Immunization Reports – NFPA 1582, <u>Standard on Comprehensive Occupational Medical Program for Fire Departments</u> , Section 4.1.13 Medical Record Keeping Substance Abuse Testing Reports – 49 CFR FMLA Documentation – 29 CFR 825.500
15. What format types (e.g. paper, computer data, microfilm, videos, etc.) are included in this series? Injury Reports – paper Annual Physical Reports – paper Immunization Reports – paper Substance Abuse Testing Reports – paper, computer file FMLA Documentation – paper
16. Is this record series the original or "record" copy? <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No [See below] If not, where can the official copy be found? Injury Reports – Howard County Risk Management Annual Physical Reports – County-Approved Occupational Medicine Specialist (currently Concentra) Immunization Reports – Howard County Department of Fire and Rescue Substance Abuse Testing Reports – original documents to verify testing completed are maintained by Howard County Department of Fire and Rescue Services; documents indicating test results are maintained by Howard County Human Resources FMLA Documentation – Howard County Human Resources
17. How long are these records needed for day-to-day business functions (daily, weekly, monthly, annually)? Injury Reports – daily Annual Physical Reports – daily Immunization Reports – annually Substance Abuse Testing Reports – annually FMLA Documentation – annually

18. After these records have become inactive, how long would you like to store them off-site?

Injury Reports – 30 years after separation from employment
Annual Physical Reports – 30 years after separation from employment
Immunization Reports – 30 years after separation from employment
Substance Abuse Testing Reports – two years
FMLA Documentation – three years

19. Recommended Retention:

Injury Reports –30 years after separation from employment
Annual Physical Reports –30 years after separation from employment
Immunization Reports –30 years after separation from employment
Substance Abuse Testing Reports –two years
FMLA Documentation –three years

20. Will these records ever be _____ microfilmed or scanned into an optical imaging system? [See below]

If so, at what point in the retention will this happen?

Injury Reports – monthly
Annual Physical Reports – monthly
Immunization Reports – yearly
Substance Abuse Testing Reports – none
FMLA Documentation – none

21.

Signature of Bureau Chief or Program Manager: _____

