

**HEALTH BUREAU FILE DESTRUCTION****12/31/24**

<b>DEPARTMENT</b>	<b>FILE DESCRIPTION</b>	<b># Boxes</b>
Administration	Invoices/Requisitions	7
	CEHA & Action Plans	2
	Payroll / Time Off Requests	2
<b>SUBTOTAL</b>		<b>11</b>
Clinical Services	Immunization Records	3
	Maternal Child Health Records	15
	Lead Cases Files	10
	Invoices/Requisitions	3
<b>SUBTOTAL</b>		<b>31</b>
Environmental Health	Closed Facilities Files	15
	Invoices/Requisitions	3
<b>SUBTOTAL</b>		<b>18</b>
Chronic Disease	Cancer Files	12
	Nutrition and Physical Activity Files	0
<b>SUBTOTAL</b>		<b>12</b>
Injury Prevention	Bed Risk Assessments	2
<b>SUBTOTAL</b>		<b>2</b>
Communicable Disease	Sexually Transmitted Disease Patient Files	11
	Animal Bites	5
	Invoices/Requisitions	2
	Tuberculosis	9
<b>SUBTOTAL</b>		<b>27</b>
Emergency Preparednes		0
<b>SUBTOTAL</b>		<b>0</b>
<b>TOTAL NUMBER OF BOXES</b>		<b>101</b>