

**HEALTH BUREAU FILE DESTRUCTION
2022-2023**

DEPARTMENT	FILE DESCRIPTION	# Boxes
Administration	Administrative Value Only Files	3
	Timesheets and Time Off Requests	3
	LEP Logs/Vehicle Reports/Logs	1
	Invoices/Deposits	1
	Expired Grants	1
	SUBTOTAL	9
Clinical Services	Immunization Records	5
	Maternal Child Health Records	6
	Lead Cases	4
	Clerical Files	3
	SUBTOTAL	18
Environmental Health	Community Health Complaints	
	Facility Files	12
	Clerical Files	6
	SUBTOTAL	18
Chronic Disease	Cancer Files	6
	Nutrition and Physical Activity Files	3
	SUBTOTAL	9
Injury Prevention	Clerical Files	1
	Safety Surveys	
	Bed Risk Billing	1
	Car Seat Distribution	1
	SUBTOTAL	3
Communicable Disease	Sexually Transmitted Disease Patient Files	13
	Animal Bites	
	Clerical Files	7
	Tuberculosis	6
	SUBTOTAL	26
Emergency Preparednes	Clerical Files	8
	SUBTOTAL	8
TOTAL NUMBER OF BOXES		91