## County & School Law Forms Retention Schedule
## Division of Human Services - Immunization Program

| Form Name: | Form #: | Retention Schedule: |
|---|---|---|
| **County** | | |
| VAERS | VAERS-1 | 10 years by County & OIP |
| County Immunization Status Report | 53-06 | 10 years by OIP |
| Monthly Vaccine Reports | Various | CHD 5 yrs - OIP current and previous year |
| Vaccine Administration Records | DHS 8010A  DHS 8010P  DSP 8010A  DSP 8010P | 10 years by County |
| ITARS Tracking Cards | 53-03 | 25 years from the date of first service by County |
| Temperature Logs (twice daily recording) | N/A | 3 years by VFC Providers |
| Temperature Tracking (continuous recoding) | N/A | 3 years by VFC Providers |
| Oregon Vaccines for Children Borrowing report | N/A | 3 years by VFC Providers |
| Yellow Fever Vaccination Center Agreement | 53-124 | 10 years by OIP after designation as center ends |
| Uniform Stamp Agreement | 53-123 | 10 years by OIP after designation as center ends |

| Form Name: | Form #: | Retention Schedule: |
|---|---|---|
| **School/Children's Facility Law Related** | | |
| Certificate of Immunization Status | DHS 53-05A | Public and charter schools: Original CIS form: Transfer CIS upon request of a new school. If graduated, keep CIS until student is 21 years of age or for 3 years, whichever is longer.<br><br>Private schools: Original CIS form: Transfer CIS upon request of a new school. If no request is received, keep on file for 1 year.<br><br>Day Cares, Preschools, Head Starts: Original CIS form: Give CIS to parent to take to the new program, or keep on file for 1 year.<br><br>Local health departments: Original CIS form: Return to school or facility. |
| No Record Exclusion Order | 53-08 | 1 year by County, Schools, and Children's facilities |
| Incomplete/Insufficient Exclusion Order | 53-07 | 1 year by County, Schools, and Children's facilities |
| Primary Review Summary page 1 | 53-04A | 1 year by County, Schools, and Children's facilities |
| Primary Review Summary page 2 | 53-04B | 1 year by County, Schools, and Children's facilities |
| Primary Review Summary page 3 | 53-04C | 1 year by County, Schools, and Children's facilities |
| School/Facility Validation Survey | 53-122 | 3 year by OIP |