

Immunization Branch, Disease Outbreak Control Division, DOH

Retention and Disposition Schedule

Item No.	Series Name	Retention	Disposition
1	Immunization Records Requests	3 years.	Destroy after cited retention.
2	Vaccine Adverse Events Reporting System (VAERS) Reports.	Use GRS 10.1a. Adults: 25 years after date of last entry. Minors: 25 years after age of majority.	Destroy after cited retention.
3	Vaccine Administration Forms	Use GRS 10.1a. Adults: 25 years after date of last entry. Minors: 25 years after age of majority.	Destroy after cited retention.
4	Stop Flue at School Clinic Summary Forms and Stop Flu at School Sign-in Sheet for Non-Vaccinating Clinic Staff	3 years.	Destroy after cited retention.
5	School-located Influenza Vaccination Program Incident/Adverse Event Reports	Use GRS 10.1a. Adults: 25 years after date of last entry. Minors: 25 years after age of majority.	Destroy after cited retention.
6	Stop Flu at School Immunization Records	Use GRS 10.1a. Adults: 25 years after date of last entry. Minors: 25 years after age of majority.	Destroy after cited retention.
7	HIR (Hawaii Immunization Registry) Facility User Agreement/Enrollment, HIR Confidentiality and Security Statement, and Training Documentation	3 years.	Destroy after cited retention.
8	HIR (Hawaii Immunization Registry) Opt-Out Form and HIR Reauthorization Form	Use GRS 10.1a. Adults: 25 years after date of last entry. Minors: 25 years after age of majority.	Destroy after cited retention.
9	EPI 12A and EPI 12B	3 years.	Destroy after cited retention.
10	Yellow Fever Enrollment Documents. Yellow Fever Vaccination Logs/Supplemental Application Logs.	3 years.	Destroy after cited retention.
11	Medical Records from VPD (Vaccine Preventable Disease) Investigation, Lab reports for VPD Investigations.	Use GRS 10.1a. Adults: 25 years after date of last entry. Minors: 25 years after age of majority.	Destroy after cited retention.
12	Hawaii Vaccines for Children (VFC) Program Forms	3 years.	Destroy after cited retention.
13	Vaccine Accountability Forms	3 years.	Destroy after cited retention.