

This is an excerpt of LGS-1 pages related to Health. The entire document can be viewed on the [NYS Archives](#).

Health

◆ 899

ED1 137,

Student's health record,

including but not limited to health history; individualized health care plan; immunization record; results and recommendations from examination, screening, or treatment; parent or guardian referral and permission record; and teacher's comments

- a Summary record or individual records when not posted to summary record:
RETENTION: 0 after individual attains age 27
- b Individual records when posted to summary record, except blood and body fluids incident report:
RETENTION: 1 year after end of school year
- c Individual immunization record, including authorization and/or parental
RETENTION: 6 years, or 3 years after individual attains age 18, whichever is longer

NOTE: These records may be requested beyond their minimum legal retention period by persons needing proof of certain immunizations for college admission or other purposes. The State Archives recommends that school districts and BOCES evaluate the need to retain immunization records longer than the stated minimum retention period for these purposes.
- d Blood and body fluids incident report, even when posted to summary record:
RETENTION: 0 after individual attains age 27
- e Physician authorization to resume athletic activity after a traumatic brain injury:
RETENTION: PERMANENT

900

ED1 138,

Log of students' accidents and illnesses

during school day:

RETENTION: 1 year after end of school year

NOTE: This retention period presumes that information contained in the log is also contained in the individual and/or summary health records covered by parts a. and/or b. of item no. 899. If this information is not posted to the student's individual and/or summary health records, then the log must be retained until the youngest student listed in it attains age 27.

901

ED1 139,

Student's psychological or social assessment record file

NOTE: Institutional school districts should retain all these records until the student attains age 27.

- a Report regarding student's ability, personality, family, and environmental influences:

RETENTION: 6 years after report written

- b Source materials used in preparing report, including "protocols," tests and notes, for students not classified as special education:

RETENTION: 1 year after report written

- c Source materials used in preparing report, including "protocols," tests and notes, for students classified as special education:

RETENTION: 6 years

902 ED1 329,

Inventory, storage, receipt and distribution records

for vaccines and controlled substances (or other drugs or medication) administered to students and/or employees:

RETENTION: 5 years

903 ED1 330,

Student health summary reports,

covering all or groups of students, including school immunization survey summary and communicable disease summary report:

RETENTION: 3 years

904 ED1 457,

Early intervention program records,

including but not limited to case record and screening, assessment and referral

- a Individual case record:

RETENTION: 7 years after discharge or last contact, but no less than 3 years after person attains age 18

- b Screening, assessment and referral records, not found in individual case

RETENTION: 7 years