# PHEP Records Included in GS7 – Local Health Departments

The table below shows the PHEP related items that were added to the GS7 on April 24, 2018. Financial and human resources records related to PHEP are covered by GS26 and GS31 respectively.

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| **Program Area** | **Item #** | **Series Title** | **Series Description** | **Retention Period** | **Approval Date** |
| Administration | 7.204 - | Emergency Plans | These records document plans for responding to public health emergencies within a jurisdiction. They may include, but may not be limited to, plans, appendices, contact lists, supporting documentation, resources, and vaccination and medication dispensing information (medical counter measures). | RETAIN UNTIL: Superseded by a new version THEN: Destroy | April 24, 2018 |
| Administration | 7.205 - | PHEP Cooperative Agreement Administration | These records document agreements between the State of Michigan and local health departments to administer funds from the public health emergency preparedness cooperative (PHEP) agreement. They may include, but may not be limited to, agreements, work plans, progress reports, correspondence, and meeting minutes. | RETAIN UNTIL: End of agreement funding year PLUS: 6 years THEN: Destroy | April 24, 2018 |
| Administration | 7.206 - | Emergency Drills, Exercises, and Response Activities | These records document drills and exercises conducted by the LHD to prepare for, respond to, and recover from emergencies, as well as actual responses to emergencies. They may include, but may not be limited to, situation manuals, player handbooks, after action reports and improvement plans, evaluation materials, multi-year training and exercise plans, training and exercise planning workshop documentation, incident action plans, and situation reports. | RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy | April 24, 2018 |