DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
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State of Alaska

Schedule No: 06-214.1
Agency I.D: 214

RECORDS RETENTION SCHEDULE FOR

DEPARTMENT OF HEALTH AND SOCIAL SERVICE
DIVISION OF PUBLIC HEALTH
214 - SECTION OF EPIDEMIOLOGY

The Agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention Schedule (GARRS), unless those records have been listed on this schedule.

All series are confidential under AS 40.25.120 unless otherwise noted. This records schedule supersedes #60601.

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible permanent retention in the State Archives in accordance with AS 40.21.030.

Under 4 AAC 59.005, it is the responsibility of agencies to ensure that records created and maintained in electronic systems remain accessible and durable for their prescribed retention period. This requires addressing the issues of periodic media refreshment, digital migration strategies and security plans. Backups produced for system recovery purposes do not serve a recordkeeping function or substitute for archived business essential duplicates.

Pursuant to the provisions of AS 40.21, the records listed below are approved for retention and disposition as indicated.

Typed name of Division Director	State Archivist		Date	Attorney General/Designee	Date
Ward B. Hurlburt	D. Dawson		7/3/12	Alan Bley	8/16/12
Signature of Division Director/Designee	Date	Records Analyst	Date	Commissioner of Administration/Designee	Date
for JMcLaughlin	6.15.12		7/3/12	FOR	7/2/12

Item No - Record Series Title & Description	Format	Office	Records Center	Total Retention	Bus. Ess.	Remarks
001.1 - TB Patient Charts (Originals) Arranged alphabetically by patient name and by calendar year.	H	5	-	S	Y	
001.2 - TB Patient Charts (Scanned Copy) Arranged alphabetically by year and patient name.	S	PO	-	PO	Y	
002 - TB Reports • Reports of TB Consultation & Recommendations • Patient Encounter Forms • LTBI Treatment Completion Forms	H	CY+7	-	CY+7	Y	
003.1 - Epidemiology Outbreak Investigation Files Investigation files created after the Section of Epidemiology has investigated an outbreak or unusual cluster of disease. Data may include notes in green books about phone calls or completed questionnaires.	H	CY+7	-	CY+7	Y	
003.2 - Epidemiology Outbreak Investigation Files (For the Record) This series consists of case or outbreak investigation summaries.	E	PO	-	PO	Y	
004 - Drug Room Records This series contains pharmaceutical invoices/inventories, and prescription drug records.	H & E	CY+2	-	CY+2	Y	
005 - TB Databases • FRED • Form 17	D	PO	-	PO	Y	FRED = Tuberculosis Data System (DOS based)
006 - AK Stars Electronic reports of all infectious conditions. Data elements include age, sex, race, location and other information related to patient tracking of active disease. Includes TB PAM.	D	PO	-	PO	Y	TB PAM = TB Program Area Module.

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007 - Disease Reporting (Non-Outbreaks) Documentation of follow-up of reportable conditions not associated with an outbreak investigation. Records may have come from the Rapid Telephonic Reporting System (RTR), phone calls or faxes from providers or laboratories. Confirmed individual case reports are subsequently entered into AK-STARS.	H	CY+2	-	CY+2	Y	
008.1 - Environmental Public Health Lab Reports (Blood Lead Level) Originals arranged chronologically.	H & E	PO	-	PO	Y	Electronic copy is the Official Record Copy.
008.2 - Environmental Public Health Lab Reports (Hair Mercury Level) Originals arranged chronologically.	H & E	PO	-	PO	Y	
009 - Environmental Public Health Program Consultation Reports This series includes documents and data used to develop health consultations. Arranged by project name and by date.	H & E	PO	-	PO	Y	
010.1 - Immunization Reports (VFC Site Visit) This series includes VFC site visit questionnaire and corrective action plan (QA and coverage assessment).	H	3	-	3	N	
010.2 - Immunization Reports (School and Childcare Audit Summaries)	E	C	-	C	N	C = Until report/information is obsolete, superseded or administrative need is met.
010.3 - Immunization Reports (School and Childcare Audit Correspondence)	H	1	-	1	N	

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010.4 - Immunization Reports (Immunization Self-Assessment Reports)	H	1	-	1	N	
010.5 - Immunization Reports (Individual Provider Vaccine Ordering Information) This series includes orders, temperature logs, usage reports, waste report.	H & E	3	-	3	N	
010.6 - Immunization Reports (VAERS Reports)	H & E	PO	-	PO	N	VAERS = Vaccine Adverse Event Reporting System
010.7 - Immunization Reports (Vaccine Ordering and Distribution Information)	E	C	-	C	N	C = Until report/information is obsolete, superseded or administrative need is met.
010.8 - Immunization Reports (Perinatal Hepatitis B Case Files)	E	PO	-	PO	N	
010.9 - Immunization Reports (Immunization Information System - VacTrAK)	H & E	PO	-	PO	N	
011.1 - STD Case Files (Non-Syphilis) (Lab Results - Originals)	H & E	1	-	1	Y	
011.2 - STD Case Files (Non-Syphilis) (Case Management Data) Includes original FR and IR.	H	5	-	5	Y	FR = Field Records IR = Interview Records
011.3 - STD Case Files (Non-Syphilis) (STD*MIS)	D	PO	-	PO	Y	STD*MIS = Centers for Disease Control (CDC)
012.1 - Syphilis Records (Lab Results - Originals)	H & E	1	-	1	Y	

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012.2 - Syphilis Records (Investigation Records) Includes original FR and IR.	H & E	PO	-	PO	Y	FR = Field Records IR = Interview Records
012.3 - Syphilis Records (Investigation Data - STD*MIS)	D	PO	-	PO	Y	STD*MIS = Centers for Disease Control (CDC)
012.4 - Syphilis Records (Morbidity Cards - Originals)	H	PO	-	PO	Y	
013.1 - HIV Records (Investigation Records) Includes original case reports, FR and IR.	H	PO	-	PO	Y	FR = Field Records IR = Interview Records
013.2 - HIV Records (Lab Results) Establishes diagnosis, demonstrates in-care, and/or surveillance.	H & E	PO	-	PO	Y	
013.3 - HIV Records (STD*MIS, eHARS, PRISM)	D	PO	-	PO	Y	eHARS = CDC HIV surveillance database PRISM = HIV/STD surveillance database
013.4 - HIV Records (PEMS Data)	H	1	-	1	Y	PEMS = Program Evaluation Monitoring System (a web based CDC program)
013.5 - HIV Records (ADAP Monthly Reports)	H & E	5	-	5	Y	ADAP = AIDS Drug Assistance Program
014 - Scientific/Technical Publications Scientific/Technical publications with staff authorship including Bulletins, Monographs, Peer Review Journals, and Pamphlets.	H & E	C	-	C	N	C = Until report/information is obsolete, superseded or administrative need is met.
015.1 - OccInjury/FACE (Program Investigation Case Notes)	H	C+10	-	C+10	N	C = Until report/information is obsolete, superseded or administrative need is met.

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015.2 - OccInjury/FACE (Case Management Data - Originals)	H	CY+5	-	S	N	
015.3 - OccInjury/FACE (Case Management Data - Scanned Copy)	E	PO	-	PO	N	
015.4 - OccInjury/FACE (Death Certificates)	E	C	-	C	N	C = Until administrative need is met.
016.1 - Injury Surveillance (Alaska Trauma Registry Dataset)	E	C	-	C	N	C = Until report/information is obsolete, superseded or administrative need is met.
016.2 - Injury Surveillance (Hospital Discharge/Emergency Department Dataset)	E	C	-	C	N	C = Until report/information is obsolete, superseded or administrative need is met.
016.3 - Injury Surveillance (Workers Compensation Dataset)	E	C	-	C	N	C = Until report/information is obsolete, superseded or administrative need is met.
016.4 - Injury Surveillance (Death Certificates - Originals)	H	5	-	S	N	
016.5 - Injury Surveillance (Death Certificates - Scanned Copy)	E	C	-	C	N	C = Until administrative need is met.
017.1 - Violent Death Report System (Case Management Data - Originals)	H	CY+5	-	S	N	
017.2 - Violent Death Report System (Case Management Data - Scanned Copy)	E	C	-	C	N	C = Until report/information is obsolete, superseded or administrative need is met.
017.3 - Violent Death Report System (Death Certificates)	E	PO	-	PO	N	

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018.1 - HIA Records (Final HIA Documents)	E	PO	-	PO	N	
018.2 - HIA Records (Program Planning Materials)	E	PO	-	PO	N	
018.3 - HIA Records (Program Planning Materials)	E	PO	-	PO	N	

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