



Department of Education and Early Development
 Division of Libraries, Archives & Museums
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)
 P.O. Box 110525, 141 Willoughby Avenue
 Juneau, AK 99811-0525
 T: (907) 465-2317/2275
 F: (907) 465-2465

STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 646 Schedule No: 06-646.1

DEPARTMENT OF HEALTH AND SOCIAL SERVICES

DIVISION OF PUBLIC HEALTH

646 - SECTION OF WOMEN'S & CHILDREN'S FAMILY HEALTH

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

Unless otherwise indicated all records series are confidential under AS 40.25.120. This schedule supersedes #67402.

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 and 4 AAC 59, the records listed on this schedule are approved for retention and disposition as indicated.

Division Director	Signature of Division Director	Date
	*	11/14/11
Attorney General/Designee	Date	Commissioner of Administration/Designee
*	10/19/11	*
		Date
State Archivist	Date	Records Analyst
*	11/23/11	*
		Date
		11/21/11

* Original signatures held on file

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
001 .1 - Newborn Screening Test Results (Original Reports from Oregon) Program case files consist of birth lists and matched reports.	H	3		Cases requiring follow-up for any reason, closed as normal, or lost to follow-up, destroy after 3 years.
001 .2 - Newborn Screening Test Results (Original Abnormal Reports from Oregon) Program case files consist of birth lists and matched reports.	H	S		
001 .3 - Newborn Screening Test Results (Abnormal Reports) Program case files consist of birth lists and matched reports.	E	26		Justification for 26 year retention: 42 CFR 485.721 and administrative need.
001 .4 - Newborn Screening Test Results (Program Case Files) Program case files consist of birth lists and matched reports.	H	C+3		
001 .5 - Newborn Screening Test Results (Database) Program case files consist of birth lists and matched reports.	D	C		C = Until obsolete, superseded or administrative need is met. Data is entered into Newborn Screening database.
001 .6 - Newborn Screening Test Results (Dried Blood Spots - Original filter paper)	H	3		Dried blood spots are retained in the Oregon Lab for one year and the Public Health Lab in Anchorage for an additional two years.
002.1 - Newborn Hearing Screening Program Case Files (Pages to Reports Prior to 2005) Reports sent to hospitals requesting more information.		C+21		C = Until case closed. Beginning in 2005, data will be received through a web-based system and stored on a server managed by the contractor, Oz Systems. Justification for 21 year retention: 42 CFR 485.721 and administrative need.
002.2 - Newborn Hearing Screening Program Case Files (Fax Back Reports) Reports sent to hospitals requesting more information.		5		

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

Retention Key	Format Key	Bus. Ess = Business Essential
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		1. Are necessary for emergency response 2. Are necessary to resume or continue operations

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>003.1 - HCP/CSN (Health Care Program for Children with Special Needs) Case Files (Originals) This series documents client authorizations and tracks payments. Includes: applications, referrals, financial statements, release of information forms, medical records, and authorizations for services with reports from the providers, and correspondence.</p> <p>Arranged alphabetically by name.</p> <p>Program ended in 2003; records archived.</p>	H	C+3	Y	C = End of program eligibility (age 21). Justification for C+3 retention: 42 CFR 485.721 and administrative need.
<p>003.2 - HCP/CSN (Health Care Program for Children with Special Needs) Case Files (Electronic) This series documents client authorizations and tracks payments. Includes: applications, referrals, financial statements, release of information forms, medical records, and authorizations for services with reports from the providers, and correspondence.</p> <p>Arranged alphabetically by name.</p> <p>Program ended in 2003; records archived.</p>	E	C	Y	C = Until obsolete, superseded or administrative need is met. Access database is no longer supported by IT.
<p>004.1 - Genetic/Metabolic Services Program Case Files (Originals) May include: referrals, release of information forms, medical records, history and pedigree, genetic clinic reports, and correspondence.</p>	H	S	Y	Some data is entered into a database which documents clinics, client referrals and service tracking.
<p>004.2 - Genetic/Metabolic Services Program Case Files (CD-ROM & Microfilm) May include: referrals, release of information forms, medical records, history and pedigree, genetic clinic reports, and correspondence.</p>	E & M	C+3	Y	C = End of program eligibility (age 21).
<p>004.3 - Genetic/Metabolic Services Program Case Files (Database) May include: referrals, release of information forms, medical records, history and pedigree, genetic clinic reports, and correspondence.</p>	D	C	Y	C = Until obsolete, superseded or administrative need is met.

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005.1 - Specialty Clinics Program Case Files (Originals) Series includes: referrals, release of information forms, medical records, and specialty clinics reports.	H	S	Y	Some data is entered into Specialty Clinics database which documents clinics, client referrals and service tracking.
005.2 - Specialty Clinics Program Case Files (CD-ROM & Microfilm) Series includes: referrals, release of information forms, medical records, and specialty clinics reports.	E & M	C+3	Y	C = End of program eligibility (age 21).
005.3 - Specialty Clinics Program Case Files (Database) Series includes: referrals, release of information forms, medical records, and specialty clinics reports.	D	C	Y	C = Until obsolete, superseded or administrative/management need is met.
006.1 - Childhood Understanding Behaviors Survey (CUBS) (Originals) This is a survey of mothers of 3-year old children, who also responded to the PRAMS survey. Data from the original surveys are input into the CUBS Track electronic database and other Access databases. Analysis of data is used for program planning and evaluation, and policy development, as well as for assessing child health status.	H	S		
006.2 - Childhood Understanding Behaviors Survey (CUBS) (Electronic) This is a survey of mothers of 3-year old children, who also responded to the PRAMS survey. Data from the original surveys are input into the CUBS Track electronic database and other Access databases. Analysis of data is used for program planning and evaluation, and policy development, as well as for assessing child health status.	E & D	C		C = Until obsolete, superseded or administrative need is met.

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<p>007 - Alaska Birth Defects Registry This records series consists of medical and billing reports from medical care providers which assist in identifying children expected to have special health care needs. This series provides vital information about the frequency and distribution of birth defects, ensuring that systems level responses, including monitoring and prevention, are in place to meet the service needs of these children.</p>	E	C		C = Until report/information is obsolete, superseded or administrative need is met.
<p>008 - Fetal Alcohol Syndrome (FAS) This MS Access database documents surveillance of fetal alcohol syndrome in Alaska. Abstract information is downloaded from websites into the FAS. Data captured includes: demographic, maternal health, diagnostic, medical data on growth and child development.</p>	D	C		C = Until report/information is obsolete, superseded or administrative need is met. No paper originals are administered in this records series - all records are electronic. The Audiology program no longer provides direct client services and no records are maintained in the Children's Health offices. These records are maintained in the Anchorage Records Center and should be reviewed every five years. This file set was previously listed on schedule #63001 (Audiology Program).
<p>009 - Surveillance of Child Abuse and Neglect (SCAN) This records series documents child abuse and neglect surveillance in Alaska. Data captured in the MS Access database includes: vital statistics, medical records, law enforcement, and child welfare data.</p>	D	C		C = Until report/information is obsolete, superseded or administrative need is met. No paper originals are administered in this records series - all records are electronic.

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<p>010 - Maternal Infant Mortality Review Records (MIMR) This records series documents mortality surveillance in Alaska.</p> <p>Data captured in the MS Access database includes: medical, prenatal records of mother, medical records on deceased infants, law enforcement and autopsy data.</p>	D	20		
<p>011.1 - Pregnancy Risk Assessment Monitoring System (PRAMS) (Original Questionnaire) Data from original surveys are input into the PRAMS database, a CDC developed survey and database of women 3-6 months post partum focused on pregnancy risks. Data analyzed assist with program planning/policy development and is used to assess maternal risk factors. Results are reported to the CDC.</p>	H	S		
<p>011.2 - Pregnancy Risk Assessment Monitoring System (PRAMS) (Electronic) Data from original surveys are input into the PRAMS database, a CDC developed survey and database of women 3-6 months post partum focused on pregnancy risks. Data analyzed assist with program planning/policy development and is used to assess maternal risk factors. Results are reported to the CDC.</p>	E & D	C		C = Until electronic data is obsolete, superseded or administrative need is met.
<p>012.1 - BCHC (Breast and Cervical Health Check) Participant Files (Originals) The primary function of this records series is to obtain screening, diagnostic, billing and eligibility information for women participating in the Breast and Cervical Health Check Program. It consists of claims, enrollment forms, data forms from providers and reports sent by hospitals. Applicable information is input into a contracted, secured, web-based database which is used for client identification, service tracking, screening and trend projects.</p>	H	C+5		C = Until report/information is obsolete, superseded or administrative need is met.

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<p>012.2 - BCHC (Breast and Cervical Health Check) Participant Files (BCHC Med-It System) The primary function of this records series is to obtain screening, diagnostic, billing and eligibility information for women participating in the Breast and Cervical Health Check Program. It consists of claims, enrollment forms, data forms from providers and reports sent by hospitals. Applicable information is input into a contracted, secured, web-based database which is used for client identification, service tracking, screening and trend projects.</p>	D	C		C = Until report/information is obsolete, superseded or administrative need is met.
<p>013.1 - Family Planning Program Files (Routine Correspondence) The primary function of this records series is to collect data, eligibility and billing information on women participating in the program. Arranged chronologically. Certain information is input into the MS Access database, which facilitates client service tracking pursuant to the Unintended Pregnancy Planning Initiative/Title X (Federal Family Planning).</p>	H	3		There are no patient records included in this records series.
<p>013.2 - Family Planning Program Files (Electronic) The primary function of this records series is to collect data, eligibility and billing information on women participating in the program. Arranged chronologically. Certain information is input into the MS Access database, which facilitates client service tracking pursuant to the Unintended Pregnancy Planning Initiative/Title X (Federal Family Planning).</p>	D	C		C = Until obsolete, superseded or administrative need is met. There are no patient records included in this records series.

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