



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: 647 Schedule No: 06-647.1

DEPARTMENT OF HEALTH AND SOCIAL SERVICES
 DIVISION OF PUBLIC HEALTH
 647 - WOMEN & ADOLESCENT 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 nonconfidential under AS 40.25.120. This schedule supersedes #67501.

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
	*	5/26/05
Attorney General/Designee	Date	Commissioner of Administration/Designee
*	6/7/05	*
		Date
		6/17/05
State Archivist	Date	Records Analyst
*	6/20/05	*
		Date
		5/19/05

* Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001.1 - Family Planning Program Files (Original) The primary function of this records series is to collect data, eligibility and billing information on women participating in the program.</p> <p>Arranged chronologically.</p>		3		There are no patient records included in this series.
<p>001.2 - 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.</p> <p>Arranged chronologically.</p>	E	10		There are no patient records included in this series.
<p>002.1 - BHC Participant Files (Original) The primary function of this records series is to obtain screening, diagnostic and enrollment information on women that are participating in the program. Consists of CDC reports, billing data, hospital and other diagnostic reports, and other data.</p> <p>Arranged alphabetically by participant.</p>		C+7		C = Date of last visit. BHC = Breast & Cervical Health Check CaST = Cancer Surveillance & Tracking CDC = Center for Disease Control
<p>002.2 - BHC Participant Files (BHC - CaST System) The primary function of this records series is to obtain screening, diagnostic and enrollment information on women that are participating in the program. Consists of CDC reports, billing data, hospital and other diagnostic reports, and other data.</p> <p>Arranged alphabetically by participant.</p>	E	10		BHC = Breast & Cervical Health Check CaST = Cancer Surveillance & Tracking CDC = Center for Disease Control

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.

<p>Retention Key</p> <p>A = Until Audit C = Cut-off event/date CY = Current Year CFY = Current Fiscal Year PA = Permanent (Transfer to State Archives)</p> <p>PO = Permanent (Retain in agency office) S = Until Scanned T = Transfer TO = Term of Office</p>	<p>Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p>Bus. Ess = Business Essential</p> <p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p>
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