



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT  
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STATE OF ALASKA

Schedule Number: 62203

Agency ID #: 212

RECORDS RETENTION SCHEDULE

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<p><b>DEPARTMENT OF HEALTH &amp; SOCIAL SERVICES</b>          DIVISION OF FINANCE  <b>DIVISION OF PUBLIC HEALTH</b>  <b>SECTION OF NURSING: REGIONAL OFFICES</b></p> <p style="text-align: center;">OCT 01 2007</p>	<p style="text-align: center;"><b>KEY</b></p> <p><b>A</b> - After Audit      <b>Numerals</b> - Years in addition to current year  <b>CFY</b> - Current Fiscal Year  <b>CY</b> - Current Year      <b>TO</b> - Term of Office  <b>P</b> - Permanent      <b>S/M</b> - After Scanning/ Microfilming  <b>C</b> - Current/or as defined</p>
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The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Schedule #100.2, unless those records have been listed on this schedule.

Unless otherwise noted all records are retained on **Fiscal** year basis.

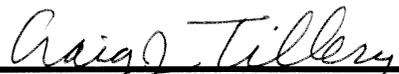
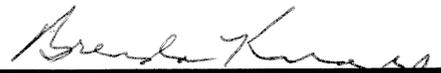
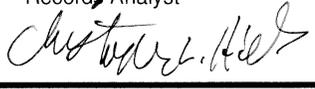
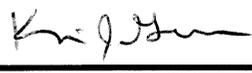
All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible retention in the Alaska State Archives in accordance with AS 40.21.030. Accessioned records may be reappraised for permanent value every four years or at the archivist's discretion.

Unless otherwise noted all records series are nonconfidential. Patient identifiable data is confidential under AS 40.25.120 and 18.15.365. This records schedule supercedes #62202. Statutory Authority: AS 18.050; .010; 030; 040; AS 18.15.355-.395; AS 44.29.020; AS 47.32.

State of Alaska Public Health Nursing works in partnership with individuals, families and systems to improve the health of the Alaskan population while maintaining their dignity, self-reliance, and cultural integrity. Public health nurses provide both population based health promotion and disease prevention services to communities and regions and direct clinical preventive services to individuals and families at 23 health centers and by itinerant public health nurses to more than 250 communities. Services include prevention and control of infectious and non-infectious diseases, injuries and chronic diseases, outreach to families and children at medical and social risk, referral and linking of individuals and families with needed services, direct provision of health services when they are unavailable elsewhere, public health preparedness and response at the community and regional levels, public health leadership through community assessment, community organizing and development of partnerships to identify and resolve health problems.

NOTE: Under 4 AAC 59 it is the responsibility of departments to ensure that records created and maintained in electronic systems remain accessible for their prescribed retention period. This requires taking into account the issues of refreshing, migration, security duplicates; and, analog/digital crosswalks in planning, implementing, and administering the electronic system. Back-ups produced for system recovery purposes do not serve a recordkeeping function and do not substitute for security copies of records.

Pursuant to the provisions of AS 40.21 and 4 AAC 59, the records listed below are approved for retention and disposition as indicated.

Divison Director <b>Jay C. Butler, MD</b>	State Archivist 	Date 10-4-07	Attorney General 	Date 9/24/07	
Signature of Division Director/Designee 	Date 8/28/07	Records Analyst 	Date 8-14-07	Commissioner of Administration 	Date 10/2/07

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**Retention**

**Disposition**

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
1	<p><b>GENERAL ADMINISTRATIVE RECORDS:</b></p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing &amp; Property; General Administrative; Personnel Administration; and, Information Technology.</p> <p>Nursing Section staff in the Regional Offices will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>			See GRS	See GRS		<p>All duplicate copies of records maintained on any media may be destroyed as soon as administrative/management need is met.</p> <p>The General Schedule may be accessed from the Archives &amp; Records homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>
2	<p><b>Community Survey Records (Electronic):</b></p> <p>This information is collected from an annual survey performed by public health nurses for updated population, community and health related facilities statistics.</p> <p>Arranged alphabetically by community.</p>	P	-	-	-		<p>Office of Record is the Central Office; see Records Retention Schedule #62304, Item 3.</p>
3	<p><b>Public Health Nursing Narrative Reports (Hardcopy/Electronic):</b></p> <p>This series consists of copies of weekly, monthly, quarterly and annual management reports submitted by Public Health Nurses.</p> <p>Arranged chronologically.</p>	3	-	-	3		<p>Office of Record is the Central Office; see Records Retention Schedule #62304, Item 2.</p>

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**Retention**

**Disposition**

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
4	<p><b>Resource Patient Management System (RPMS) Reports:</b></p> <p>This statewide information system is used by the Section of Nursing for patient services data. Management information taken from the data can be used for program planning and research studies. Includes demographic and patient health encounter data that is HIPAA compliant.</p> <p>The RPMS is a public domain system located at 23 sites and is shared by the Indian Health Service.</p>	C	-	-	C		<p>C=Until obsolete/superseded or administrative management need is met.</p> <p>Regarding reports, refer also to the General Administrative Records Retention Schedule Item #74.</p> <p>Refer also to schedule #62304, Item 4.</p>