



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
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STATE OF ALASKA

Schedule Number: 62304

Agency ID #: 211

RECORDS RETENTION SCHEDULE

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DEPARTMENT OF HEALTH & SOCIAL SERVICES

DIVISION OF PUBLIC HEALTH

SECTION OF NURSING: CENTRAL OFFICE

DIVISION OF FINANCE
 OCT 9 1 2007

KEY

- A - After Audit
- CFY - Current Fiscal Year
- CY - Current Year
- P - Permanent
- C - Current/or as defined
- Numerals - Years in addition to current year
- TO - Term of Office
- S/M - After Scanning/ Microfilming

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 AS 18.15.365. This records schedule supercedes #62303. 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.

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

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>GENERAL ADMINISTRATIVE RECORDS:</p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing & Property; General Administrative; Personnel Administration; and, Information Technology.</p> <p>Nursing Section staff 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 & Records homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>
2	<p>Public Health Nursing Narrative Reports (Hardcopy/Electronic):</p> <p>Submitted by nurse managers and public health nurses. Reports may be submitted weekly, monthly or quarterly.</p> <p>Arranged alphabetically by region and there under chronologically.</p>	3	-	-	3		See Records Retention Schedule #62203, Item 3.
3	<p>Community Survey Records (Electronic):</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	-	-	-		See Records Retention Schedule #62203, Item 2.

RECORDS RETENTION SCHEDULE CONTINUATION

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p>Resource Patient Management System (RPMS) Reports:</p> <p>Reports (Annual):</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		C=Until obsolete/superseded or administrative management need is met.
		P	-	-	-		<p>Annual reports are kept permanently for administrative management need.</p> <p>Regarding reports, refer also to the General Administrative Records Retention Schedule Item #74.</p> <p>Refer also to schedule #62203, Item 4.</p>