



RECORDS RETENTION SCHEDULE

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| <p>DEPARTMENT OF HEALTH & SOCIAL SERVICES</p> <p>DIVISION OF PUBLIC HEALTH</p> <p>SECTION OF NURSING</p> <p>PUBLIC HEALTH CENTERS</p> | <p style="text-align: center;">KEY</p> <p>A - After Audit Numerals - Years in addition to current year</p> <p>CFY - Current Fiscal Year</p> <p>CY - Current Year TO - Term of Office</p> <p>P - Permanent S/M - After Scanning/ Microfilming</p> <p>C - Current/or as defined</p> |
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DIVISION OF FINANCE

OCT 01 2007

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 #66601. 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.

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| Division Director Jay C. Butler, MD | State Archivist <i>[Signature]</i> | Date 10-4-07 | Attorney General <i>[Signature]</i> | Date 9/27/07 |
| Signature of Division Director/Designee <i>[Signature]</i> | Date 8/27/07 | Records Analyst <i>[Signature]</i> | Date 8-14-07 | Commissioner of Administration <i>[Signature]</i> |

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| Item No. | Records Series Title and Description | Retention | | Disposition | | | Remarks |
|----------|---|-----------|----------------|----------------|---------|--------------|--|
| | | Office | Records Center | State Archives | Destroy | Vital Record | |
| 1 | <p>Adult Client Records:</p> <p>This series consists of medical records and correspondence. Includes single encounter forms, referral forms and photos.</p> <p>Client records arranged alphabetically by name.</p> | C+7 | - | - | C+7 | | <p>C=Until date of last visit.</p> <p>Confidential under AS 40.25.120. Files that have met their office retention must be disposed via shredding or a confidential burn.</p> |
| 2 | <p>Child Client Records:</p> <p>This series consists of medical records and correspondence. Includes single encounter forms, referral forms and photos.</p> <p>Client records are arranged alphabetically by name.</p> | C+7 | - | - | C+7 | | <p>C=Until child reaches the age of 21 then retain an additional 7 years for a total retention until age 28. In case of death prior to age 22, records should be kept 7 years after the date of death.</p> <p>Confidential under AS 40.25.120. Files that have met their office retention must be disposed via shredding or a confidential burn.</p> |
| 3 | <p>Adult Immunization Cards (Hardcopy/Electronic):</p> <p>Electronic data is located on the RPMS (Item 6).</p> <p>Hardcopy is arranged alphabetically by name.</p> | C+7 | - | - | C+7 | | <p>C=Until last visit.</p> <p>RPMS: Resource Patient Management System.</p> <p>Records may be retained hardcopy or electronically. Public Health Nursing's goal is to phase out hardcopy immunization cards.</p> |

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| Item No. | Records Series Title and Description | Retention | | Disposition | | | Remarks |
|----------|---|-----------|----------------|----------------|---------|--------------|---|
| | | Office | Records Center | State Archives | Destroy | Vital Record | |
| 4 | <p>Child Immunization Cards (Hardcopy/Electronic):</p> <p>Electronic data is located on the RPMS (Item 6).</p> <p>Hardcopy is arranged alphabetically by name.</p> | C+7 | - | - | C+7 | | <p>C=Until child reaches the age of 21 then retain an additional 7 years for a total retention until age 28. In case of death prior to age 22, records should be kept 7 years after the date of death.</p> <p>RPMS: Resource Patient Management System.</p> <p>Records may be retained hardcopy or electronically. Public Health Nursing's goal is to phase out hardcopy immunization cards.</p> |
| 5 | <p>Group Service Records (RPMS Originals):</p> <p>Hardcopy files that relate to the RPMS (Item 6).</p> <p>Arranged chronologically.</p> | 2 | 8 | - | 10 | | <p>RPMS: Resource Patient Management System.</p> <p>Some information is kept electronically on the RPMS. See Item 6.</p> <p>Confidential under AS 40.25.120. Files that have met their office retention must be disposed via shredding or a confidential burn.</p> |
| 6 | <p>Resource Patient Management System (RPMS) Reports:</p> <p>(Electronic):</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>C=Until information complies with authorized records retention requirements under this schedule. Authority: AS 40.21 (Management & Preservation of Public Records) & 4 AAC 59.005 (Retention & Preservation of Electronic Records).</p> <p>Regarding reports, refer also to the General Administrative Records Retention Schedule Item #74.</p> |

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| | | Office | Records Center | State Archives | Destroy | Vital Record | |
| 7 | <p>Cash Receipts Journal/Fee For Service Forms:</p> <p>The journal is a log of monies that are received for public health center services statewide. These journal pages document the collections of fees submitted by the health centers and fee for service forms.</p> <p>Arranged chronologically.</p> | C+3 | - | - | C+3 | | <p>Refer also to the General Administrative Records Retention Schedule for other general accounting records.</p> <p>Office of Record are the public health centers.</p> <p>Confidential under AS 40.25.120. Files that have met their office retention must be disposed via shredding or a confidential burn.</p> |
| 8 | <p>EPSDT Outreach Tracking Records (Hardcopy/Electronic):</p> <p>May include suspense, eligibility, recipient status, outreach reports, maintenance log, summaries, etc.</p> | 3 | - | - | 3 | | <p>EPSDT: Early Periodic Screening Diagnosis & Treatment.</p> <p>May be retained manually or electronically. Some reports are generated from the Medicaid Management Information System, administered by the Division of Medical Assistance.</p> <p>Confidential under AS 40.25.120. Files that have met their office retention must be disposed via shredding or a confidential burn.</p> |
| 9 | <p>Epidemiology Investigation Files:</p> <p>This series consists of CDC Field Contact Investigation Forms, Infectious Disease Report Forms as found in the EPI Midnight Madness Manual and other related forms that are used as intake or investigation forms and are not part of an official record.</p> | C+3 | - | - | C+3 | | <p>C=Until obsolete, superceded or administrative/management need is met.</p> <p>CDC=Centers for Disease Control.</p> <p>EPI=Epidemiology</p> <p>Confidential under AS 40.25.120. Records that have met their office retention must be disposed via shredding or a confidential burn.</p> |

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| Item No. | Records Series Title and Description | Office | Records Center | State Archives | Destroy | Vital Record | Remarks |
|----------|---|--------|----------------|----------------|---------|--------------|---|
| 10 | <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>Staff of the Public Health Centers 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> |