



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
 Division of Libraries, Archives and Museums
 Archives and Records Management Services
 141 Willoughby Avenue
 Juneau, AK 99801-1720
 465-2276; [Voice]; 465-2465 [Fax]

STATE OF ALASKA

Schedule Number: 67300

Agency ID #: 639

RECORDS RETENTION SCHEDULE

Page 1 of 3

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

The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Schedule #100, and Amendments 1 thru 4, 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.

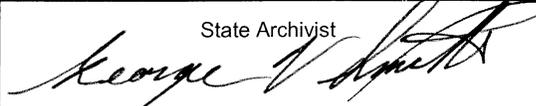
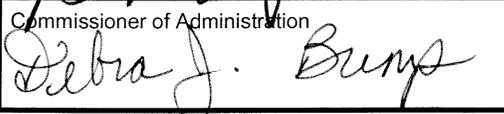
Unless otherwise indicated all records series are nonconfidential per AS 40.25.120 This is an entirely new records schedule.

Statutory Authority: AS 18.50.010, 030, 040; AS 44.29.020; 7 AAC 76.010-320; AS 08.36.271; AS 14.30.191, 231; AS 18.05.035; AS 18.15.200; AS 18.16.010; PL 92-627; AS 44.20.005-050; 7 AAC 23.010-900; 7 AAC 27.110; 7 AAC 27.510 - 560; PL 97-35 Sec 2191 - 2194.

The mission of Maternal, Child and Family Health (MCFH) is to support Alaska's women, infants, children and families to achieve their best-possible health and well-being.

NOTE: Per 4 AAC 59 it is the responsibility of departments to ensure that records created and maintained in electronic systems remain accessible for their full 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 Karen Pearson	State Archivist 	Date 7/31/02	Attorney General 	Date 7/18/02	
Signature of Division Director 	Date 6/24/02	Records Analyst D. Dawson	Date 4/30/02	Commissioner of Administration 	Date 7.22.02

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER

67300

Page 2

Agency ID

639

Retention

Disposition

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
1	<p>GENERAL ADMINISTRATIVE RECORDS</p> <p>Includes general correspondence, policies/procedures, reports, publications; and, the following types of files: grant, accounting, personnel/payroll, reading, minutes/meeting, etc.</p> <p>Maternal Child & Family Health Epidemiology 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 downloaded from the Archives & Records homepage.</p>
2	<p>Alaska Birth Defects Registry (Original & Electronic):</p> <p>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>	C	-	-	C		<p>C=Until report/information is obsolete, superceded or administrative/management need is met.</p>
3	<p>Fetal Alcohol Syndrome (Electronic):</p> <p>This MS Access database documents surveillance of fetal alcohol syndrome in Alaska. Abstract information is downloaded from websites into the FAS.</p> <p>Data captured includes: demographic, maternal health, diagnostic, medical data on growth and child development.</p>	C	-	-	C		<p>C=Until data is obsolete, superceded or administrative/management need is met. No paper originals are administered in this records series.</p> <p>FAS: Fetal Alcohol Syndrome</p>

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER

67300

Page 3

Agency ID

639

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p>Maternal Infant Mortality Review Records (Original & Electronic):</p> <p>This records series documents mortality surveillance in Alaska.</p> <p>Data captured in the MS Access database includes: medical, pre-natal records of mother, medical records on deceased infants, law enforcement and autopsy data.</p>	C	-	-	C		C=Until administrative/management need is met; or, until data is obsolete, superceded or administrative/management need is met.
5	<p>PRAMS (Questionnaires, Originals):</p> <p>(Electronic):</p> <p>(Microfilm):</p> <p>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>	C	-	-	M/I		M/I=After Microfilming or Imaging. Some originals are scanned onto CD's.
		C	-	-	C		C=Until data is obsolete, superceded or administrative/management need is met.
		25	-	-	25		PRAMS: Pregnancy Risk Assessment Monitoring System