DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT
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STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Schedule No: 67402
Agency I.D: 646

	RETENTION KEY		FORMAT KEY
DEPARTMENT OF HEALTH & SOCIAL SERVICES DIVISION OF PUBLIC HEALTH SECTION OF WOMEN'S & CHILDREN'S FAMILY HEALTH	A – Audit C – Cut-off date/event CY – Current Year CFY – Current Fiscal Year	PA – Permanent (Transfer to State Archives) PO – Permanent (Retain in Office) TO – Term of Office Bus. Ess. – Business Essential Record	H – Hardcopy E – Electronic D – Database S – Scanned M - Microform

The Agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention Schedule (GARRS), unless those records have been listed on this schedule.

Unless otherwise noted, all records series are retained on a Fiscal year basis.

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.

Unless otherwise indicated all records series are confidential per AS 40.25.120. This records schedule supersedes #67401.

Statutory/Regulatory 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; 7AAC 27.110; 7AAC 27.510-560; PL 97-35 Sec 2191-2194.

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

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, the records listed below are approved for retention and disposition as indicated.

Typed name of Division Director	State Archivist	Date	Assistant Attorney General	Date
Ward B. Hurlburt	D. Dawson	11/23/11	Alan Bl[illegible]	10/19/11

Signature of Division Director/Designee	Date	Records Analyst	Date	Commissioner of Administration	Date
Ward B Hurlburt	11/14/11	[signature]	11/21/11	[signature] FOR DOA COMMISSIONER	11/1/11

v03

Prev. Item No.	Item No.	Records Series Title & Description	Format	Retention: Office	Retention: Records Center	Retention: Total Retention	Bus. Ess.	Remarks
		Newborn Screening Test Results						S = Until scanned.
	1A	Original Reports from Oregon	H	3	-	3		C = Until case is closed.
	1B	Original Abnormal Reports from Oregon	H	2	-	S		CO = Until obsolete, superseded or administrative need is met.
	1C	Abnormal Reports	S	26	-	26		1A: Cases requiring follow-up for any reason, closed as normal, or lost to follow-up, destroy after 3 years.
	1D	Program Case Files	H	C+3	-	C+3		
3	1E	Database	D	CO	-	CO		1C: Justification for 26 year retention: 42 CFR 485.721 and administrative need.
		Program case files consist of birth lists and matched reports						
	1F	Dried Blood Spots (Original filter paper)	H	3	-	3		1E: Data is entered into Newborn Screening database.
								1F: Dried blood spots are retained in the Oregon Lab for one year and the Public Health Lab in Anchorage for an additional two years.
		Newborn Hearing Screening Program Case Files						C = Until case closed.
	2A	Pages to Reports Prior to 2005		C+21	-	C+21		Beginning in 2005, data will be received through a web-based system and stored on a server managed by the contractor, Oz Systems.
4	2B	Fax Back Reports		5	-	5		
		Reports sent to hospitals requesting more information.						Justification for 21 year retention: 42 CFR 485.721 and administrative need.

Prev. Item No.	Item No.	Records Series Title & Description	Format	Retention: Office	Retention: Records Center	Retention: Total Retention	Bus. Ess.	Remarks
5		**HCP/CSN (Health Care Program for Children with Special Needs) Case Files**					X	E = End of program eligibility (age 21).
	3A	Originals	H	E+3	-	E+3		C = Until obsolete, superseded or administrative need is met. Access database is no longer supported by IT.
	3B	Electronic	D	C	-	C		
		This series documents client authorizations and tracks payments. Includes: applications, referrals, financial statements, release of information forms, medical records, and authorizations for services with reports from the providers, and correspondence. Arranged alphabetically by name. Program ended in 2003; records archived.						Justification for E+3 retention: 42 CFR 485.721 and administrative need.
6		**Genetic/Metabolic Services Program Case Files**					X	C = Date of last visit. S = Until scanned.
	4A	Originals	H	C+7	-	S		E = End of program eligibility (age 21).
	4B	CD-ROM & Microfilm	E & M	E+3	-	E+3		CO = Until obsolete, superseded or administrative need is met.
	4C	Database	D	CO	-	CO		Some data is entered into a database which documents clinics, client referrals and service tracking.
		May include: referrals, release of information forms, medical records, history and pedigree, genetic clinic reports, and correspondence.						CO = Until obsolete, superseded or administrative need is met.

Prev. Item No.	Item No.	Records Series Title & Description	Format	Retention: Office	Retention: Records Center	Retention: Total Retention	Bus. Ess.	Remarks
		Specialty Clinics Program Case Files						C = Date of last visit.
	5A	Originals	H	C+3	-	S		S = Until scanned.
	5B	CD-ROM & Microfilm, or other formats as deemed acceptable	E & M	E+3	-	E+3		E = End of program eligibility (age 21).
7	5C	Database Series includes: referrals, release of information forms, medical records, and specialty clinics reports.	D	CO	-	CO	X	CO = Until obsolete, superseded or administrative/management need is met. Some data is entered into Specialty Clinics database which documents clinics, client referrals and service tracking.
		Childhood Understanding Behaviors Survey (CUBS)						
	6A	Originals	H	6 Mos.	-	S		S = Until scanned.
	6B	Electronic	E & D	C	-	C		C = Until obsolete, superseded or administrative need is met.
-		This is a survey of mothers of 3-year old children, who also responded to the PRAMS survey. Data from the original surveys are input into the CUBS Track electronic database and other Access databases. Analysis of data is used for program planning and evaluation, and policy development, as well as for assessing child health status.						

Prev. Item No.	Item No.	Records Series Title & Description	Format	Retention: Office	Retention: Records Center	Retention: Total Retention	Bus. Ess.	Remarks
-	7	**Alaska Birth Defects Registry** 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.	E	C	-	C		C = Until report/information is obsolete, superseded or administrative need is met.
-	8	**Fetal Alcohol Syndrome (FAS)** This MS Access database documents surveillance of fetal alcohol syndrome in Alaska. Abstract information is downloaded from websites into the FAS. Data captured includes: demographic, maternal health, diagnostic, medical data on growth and child development.	D	C	-	C		C = Until report/information is obsolete, superseded or administrative need is met. No paper originals are administered in this records series - all records are electronic.
-	9	**Surveillance of Child Abuse and Neglect (SCAN)** This records series documents child abuse and neglect surveillance in Alaska. Data captured in the MS Access database includes: vital statistics, medical records, law enforcement, and child welfare data.	D	C	-	C		C = Until report/information is obsolete, superseded or administrative need is met. No paper originals are administered in this records series - all records are electronic.

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-	10	**Maternal Infant Mortality Review Records (MIMR)** This records series documents mortality surveillance in Alaska. Data captured in the MS Access database includes: medical, prenatal records of mother, medical records on deceased infants, law enforcement and autopsy data.	D	20	-	20		
-		**Pregnancy Risk Assessment Monitoring System (PRAMS)**						
	11A	Original Questionnaires	H	6 Mos.	-	S		S = Until scanned.
	11B	Electronic 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.	E & D	C	-	C		C = Until electronic data is obsolete, superseded or administrative need is met.

Prev. Item No.	Item No.	Records Series Title & Description	Form at	Retention: Office	Retention: Records Center	Retention: Total Retention	Bus. Ess.	Remarks
-		**BCHC (Breast and Cervical Health Check) Participant Files**						
	12A	Originals	H	C+5	-	C+5		C = Until report/information is obsolete, superseded or administrative need is met.
	12B	BCHC Med-It System	D	C	-	C		
		The primary function of this records series is to obtain screening, diagnostic, billing and eligibility information for women participating in the Breast and Cervical Health Check Program. It consists of claims, enrollment forms, data forms from providers and reports sent by hospitals. Applicable information is input into a contracted, secured, web-based database which is used for client identification, service tracking, screening and trend projects.						
-		**Family Planning Program Files**						
	13A	Routine Correspondence	H	3	-	3		C = Until obsolete, superseded or administrative need is met.
	13B	Electronic	D	C	-	C		There are no patient records included in this records series.
		The primary function of this records series is to collect data, eligibility and billing information on women participating in the program. Arranged chronologically. Certain information is input into the MS Access database, which facilitates client service tracking pursuant to the Unintended Pregnancy Planning Initiative/Title X (Federal Family Planning).						