



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
 Division of Libraries, Archives and Museums
 Archives and Records Management Services
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STATE OF ALASKA

Schedule Number: 67501

Agency ID #: 647

RECORDS RETENTION SCHEDULE

Page 1 of 2

DEPARTMENT OF HEALTH & SOCIAL SERVICES DIVISION OF PUBLIC HEALTH WOMEN & ADOLESCENT HEALTH	KEY			
	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

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. Accessioned records may be reappraised for permanent value every four years or at the archivist's discretion.

Unless otherwise indicated all records series are nonconfidential per AS 40.25.120. This records schedule supercedes #67500.

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 the Women & Adolescent Health Section 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	State Archivist	Date	Attorney General	Date
<i>Richard Mandage</i>	<i>Ken Nail, Jr.</i>	6-20-05	<i>[Signature]</i>	6/7/05
Signature of Division Director	Records Analyst	Date	Commissioner of Administration	Date
<i>Richard Mandage</i>	<i>D. Dawson</i>	8/26/05	<i>[Signature]</i>	6/17/05

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER 67501

Page 2

Agency ID 647

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 general correspondence, policies/procedures, reports, publications; and, the following types of files: grant, accounting, personnel/payroll, reading, minutes/meeting, etc.</p> <p>Women & Adolescent Health 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 on the Archives & Records homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>
2	<p>Family Planning Program Files (Original):</p> <p>Family Planning (Electronic)</p> <p>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).</p>	3 10	- -	- -	3 10		<p>There are no patient records included in this series.</p>
3	<p>BCHC Participant Files (Original):</p> <p>BCHC--CaST System (Electronic):</p> <p>The primary function of this records series is to obtain screening, diagnostic and enrollment information on women that are participating in the program. Consists of CDC reports, billing data, hospital and other diagnostic reports, and other data. Arranged alphabetically by participant. Certain information is input into the MS Access database, which is used for client identification, service tracking, screening, and trend projections.</p>	C+7 10	- -	- -	C+7 10		<p>C=Date of last visit.</p> <p>BCHC: Breast & Cervical Health Check CaST: Cancer Surveillance & Tracking CDC: Center for Disease Control</p>