



Department of Education and Early Development  
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# STATE OF ALASKA

## Records Retention and Disposition Schedule

**Agency I.D: 209      Schedule No: 06-209.1**

DEPARTMENT OF HEALTH AND SOCIAL SERVICES  
 DIVISION OF PUBLIC HEALTH  
 209 - LABORATORIES

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

Unless otherwise noted all records series are confidential under AS 40.25.120. This schedule supersedes #62606.

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.

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 and 4 AAC 59, the records listed on this schedule are approved for retention and disposition as indicated.

Division Director	Signature of Division Director <i>Original signature held on file.</i>	Date 4/2/2012
Attorney General/Designee <i>Original signature held on file.</i>	Date 2/24/2012	Commissioner of Administration/Designee <i>Original signature held on file.</i> Date 3/19/2012
State Archivist <i>Original signature held on file.</i>	Date 4/4/2012	Records Analyst <i>Original signature held on file.</i> Date 4/4/2012

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>001.1 - Original Lab Tests (Requisitions/Patient Results)</b>                      This series consists of the original request for lab work with results.</p> <p>Arranged by date received and accessioning (LIMS) number with exception of Forensic Toxicology results and Newborn Metabolic Screening Cards.</p>	H & E	CY+2	Y	42 CFR 493.1105(a)(1) 42 CFR 493.1105(a)(6) Paper documentation: Records Room/Individual departments Electronic copies in LIMS to be retained permanently.
<p><b>001.2 - Original Lab Tests (Newborn Matabolic Screening Cards)</b>                      This series consists of the original request for lab work with results.</p> <p>Arranged by date received and accessioning (LIMS) number with exception of Forensic Toxicology results and Newborn Metabolic Screening Cards.</p>	H	5	Y	42 CFR 493.1105(a)(1) 42 CFR 493.1105(a)(6) Paper documentation: Records Room/Individual departments. Tests are performed at Oregon State Public Health Lab (OSPHL). Cards are stored for 1 year at OSPHL then sent back to ASPHL, where they are stored for an additional 4 years plus current.
<p><b>001.3 - Original Lab Tests (Forensic/Toxicology Records)</b>                      This series consists of the original request for lab work with results.</p> <p>Arranged by date received and accessioning (LIMS) number with exception of Forensic Toxicology results and Newborn Metabolic Screening Cards.</p>	H & E	PO	Y	42 CFR 493.1105(a)(1) 42 CFR 493.1105(a)(6) Paper documentation: Records Room/Individual departments Electronic copies in LIMS to be retained permanently.
<p><b>002 - Results from Reference Laboratories</b>                      This series consists of lab test results for samples submitted to the Center for Disease Control and other reference laboratories.</p> <p>Attached to the original test requisitions &amp; results.</p>	H	CY+2		

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

<p><b>Retention Key</b></p> <p>A = Until Audit                      C = Cut-off event/date                      CY = Current Year                      CFY = Current Fiscal Year                      PA = Permanent (Transfer to State Archives)</p> <p>PO = Permanent (Retain in agency office)                      S = Until Scanned                      T = Transfer                      TO = Term of Office</p>	<p><b>Format Key</b></p> <p>H = Hardcopy                      E = Electronic                      D = Database                      M = Microform</p>	<p><b>Bus. Ess = Business Essential</b></p> <p>1. Are necessary for emergency response                      2. Are necessary to resume or continue operations</p>
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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<b>003.1 - Quality Assessment Records (Analytic System Records)</b>	H	C+2		C = Date of assessment. 42 CFR 493.1105(a)(5) 42 CFR 493.1105(a)(3) 42 CFR 493.1105(a)(4)
<b>003.2 - Quality Assessment Records (Proficiency Test Records)</b>	H	C+5		C = Date of assessment. 42 CFR 493.1105(a)(5) 42 CFR 493.1105(a)(3) 42 CFR 493.1105(a)(4)
<b>004 - Test Procedures</b> This series includes:  Test procedures Bench Aids Templates for logs  Include dates of initial use and discontinuance of procedure.	H	C+2		C = Until procedure is discontinued.  42 CFR 493.1105(a)(2)
<b>005 - Method Evaluation/Verification</b> This series includes:  Raw Data Instrument printouts Reports Any other data related to the validation of the method.	H	C+2		C = Duration of method.  42 CFR 493.1105(a)(3)(i)
<b>006 - Request for Supply/Test Kits</b> This series includes all requests for supplies sent out by the ASPHL.	H	1		

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

<p align="center"><b>Retention Key</b></p> <p>A = Until Audit                      PO = Permanent (Retain in agency office)                      C = Cut-off event/date              S = Until Scanned                      CY = Current Year                      T = Transfer                      CFY = Current Fiscal Year              TO = Term of Office                      PA = Permanent (Transfer to State Archives)</p>	<p align="center"><b>Format Key</b></p> <p>H = Hardcopy                      E = Electronic                      D = Database                      M = Microform</p>	<p align="center"><b>Bus. Ess = Business Essential</b></p> <p>1. Are necessary for emergency response                      2. Are necessary to resume or continue operations</p>
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