



Department of Education and Early Development  
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# STATE OF ALASKA

## Records Retention and Disposition Schedule

**Agency I.D: 212      Schedule No: 06-212.1**

DEPARTMENT OF HEALTH AND SOCIAL SERVICES  
 DIVISION OF PUBLIC HEALTH  
 212 - SECTION OF NURSING - REGIONAL OFFICES

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

Unless otherwise noted all records series are nonconfidential. Patient identifiable data is confidential under AS 40.25.120 & 18.15.365. This schedule supersedes #62203.

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 8/28/2007
Attorney General/Designee <i>Original signature held on file.</i>	Date 9/24/2007	Commissioner of Administration/Designee <i>Original signature held on file.</i>
State Archivist <i>Original signature held on file.</i>	Date 10/4/2007	Records Analyst <i>Original signature held on file.</i>
		Date 8/14/2007

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>001 - Community Survey Records</b>                      This information is collected from an annual survey performed by public health nurses for updated population, community and health related facilities statistics.</p> <p>Arranged alphabetically by community.</p>	E	PO		Office of Record is the Central Office.
<p><b>002 - Public Health Nursing Narrative Reports</b>                      This series consists of copies of weekly, monthly, quarterly and annual management reports submitted by Public Health Nurses.</p> <p>Arranged chronologically.</p>	H & E	3		Office of Record is the Central Office.
<p><b>003 - Resource Patient Management System (RPMS) Reports</b>                      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 = Until obsolete/superseded or administrative management need is met.

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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