

STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Department of Health and Social Services
Division of Public Health
Section of Epidemiology

Authority:	Under AS 40.21.060(4) and AS 40.21.110, the agency shall retain and otherwise manage records in accordance with this schedule. If this schedule does not cover a record, the agency shall retain and otherwise manage records in accordance with the most current <i>State of Alaska General Administrative Records Retention Schedules</i> . If this schedule and the <i>General Administrative Records Retention Schedules</i> do not cover a record, the agency must obtain approval to dispose of the record from the Records and Information Management Service.
Disposition:	The agency may not destroy permanent records. Notwithstanding any retention period in this schedule or the <i>Alaska General Records Retention Schedules</i> , the agency must retain records relevant to ongoing or foreseeable investigations, audits or lawsuits, or responsive to a pending public records request.
Archival Value:	Under AS 40.21.030(a)(3), the State Archivist may review for permanent retention all records with potential permanent legal or historical value. All records created prior to 1960 must be retained for review by the Alaska State Archives. This retention schedule does not authorize the transfer of records to any repository other than the Alaska State Archives (AS 40.21.030).
Format and Media:	Under AS 40.21.150(6), the retention periods listed on this schedule apply to all electronic and non-electronic records. The agency may store a record in any format as long as the record remains readable and accessible for its retention period. See 4 AAC 59.005. Accordingly, the agency must, as necessary, periodically update storage media, adopt migration strategies, and implement security plans. Backups produced for data recovery purposes do not serve a recordkeeping function or substitute for archived business essential duplicates.
Essential Designation:	Under AS 40.21.060, the agency shall identify, segregate and protect essential records vital to the continuing operation of the agency in the event of natural or man-made disasters. See 4 AAC 59.005(a)(8) and 4 AAC 59.010(5)(E).
Copies:	Do not retain copies preserved for convenience or for business essential or data recovery purposes for longer than the retention period of the record copy. See AS 40.21.150(6).
Supersedence:	This schedule supersedes: 06-214.1, Department of Health and Social Services, Division of Public Health, Section of Epidemiology

Pursuant to the provisions of AS 40.21.030 (b)(10) and 4 AAC 59.005, the records listed on this schedule are approved for retention and disposition as indicated.	Agency CEO/ Division Director	Date:	
	<i>Original signature held on file.</i>	8/1/2019	
	Heidi Hedberg, Division Director, Division of Public Health, Dept. of Health and Social Services		
Attorney General/Designee	Date:	Commissioner of Administration/Designee	Date:
<i>Original signature held on file.</i>	12/18/2019	<i>Original signature held on file.</i>	9/3/2019
Alan Birnbaum, Chief Assistant Attorney General, Department of Law		Hans Zigmund, Division Director, Division of Finance, Department of Administration	
State Archivist	Date:	Records Analyst	Date:
<i>Original signature held on file.</i>	2/27/2020	<i>Original signature held on file.</i>	2/27/2020
Karen Gray, State Archivist		Jennifer Treadway, State Records Manager	

Department of Health and Social Services; Division of Public Health; Section of Epidemiology

Item #	Record Series Title and Description	Retention	Essential	Retention Notes
1	<p>Patient Charts (Chronic Reportable Infections)</p> <p>This series includes human immunodeficiency virus (HIV), syphilis, and tuberculosis (TB) charts on infected individuals, lab reports, and all records pertaining to infected individuals.</p>	Permanent	Yes	Retain records permanently in the office.
2	<p>TB Patient Consultations</p> <p>This series includes reports of TB consultations and recommendations based on chest x-rays.</p>	6	Yes	<p>Dispose of records six years after calendar year created.</p> <p>Some information from source documents may be retained in Item 6 (Infectious Disease Databases).</p>
3	<p>Outbreak Investigation Files</p> <p>This series includes investigation files created after the Section of Epidemiology has investigated an outbreak or unusual cluster of disease (non STDs).</p>	7	Yes	<p>Dispose of records seven years after calendar year created.</p> <p>Some information from source documents may be retained in Item 6 (Infectious Disease Databases).</p>
4	<p>Outbreak Investigation Reports (For the Record)</p> <p>This series consists of case or outbreak investigation summaries.</p>	Permanent	Yes	Retain records permanently in the office.
5	<p>Drug Room Records</p> <p>This series contains pharmaceutical invoices/inventories, prescription drug records, and TB medication completion reports.</p>	6	Yes	<p>Dispose of records six years after calendar year received.</p> <p>Some information from source documents may be retained in Item 6 (Infectious Disease Databases).</p>

Inactive Records may be transferred to an approved records center at any time. Complete a Records Transfer List (RTL) and submit to your Records Officer for approval.

Department of Health and Social Services; Division of Public Health; Section of Epidemiology

Item #	Record Series Title and Description	Retention	Essential	Retention Notes
6	Infectious Disease Databases This series includes electronic reports of all infectious conditions. Data elements may include age, sex, race, location, and other information related to patient tracking of active disease.	Permanent	Yes	Retain records permanently in the office. Source documents disposed of two years after input into database.
7	Environmental Public Health Lab Reports (Metals)	Permanent	Yes	Retain records permanently in the office.
8	Environmental Public Health Program Consultation Reports This series includes documents and data used to develop health consultations.	Permanent	Yes	Retain records permanently in the office.
9	Immunization Reports (School and Childcare Audit Summaries)	1		Dispose of records one year after date of audit.
10	Immunization Reports (Immunization Self-Assessment Reports)	1		Dispose of records one year after date of self-assessment.
11	Immunization Reports (Individual Provider Vaccine Ordering Information) This series includes orders, temperature logs, usage reports, and waste reports.	3		Dispose of records three years after calendar year created.
12	Immunization Reports (Vaccine Ordering and Distribution Information)	1		Dispose of records one year after report/information is obsolete, superseded or administrative need is met.

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Item #	Record Series Title and Description	Retention	Essential	Retention Notes
13	Immunization Reports (Perinatal Hepatitis B Case Files)	Permanent		Retain records permanently in the office.
14	Immunization Information System	Permanent	Yes	Retain records permanently in the office.
15	Syphilis Records (Morbidity Cards)	Permanent	Yes	Retain records permanently in the office.
16	Scientific/Technical Publications Scientific/Technical publications with staff authorship including bulletins, monographs, peer review journals, and pamphlets.	1		Transfer to Alaska State Library after one year. Publications deposit, AS 14.56.120: Send 6 paper copies, or 5 paper copies and 1 electronic copy, of publications to Alaska State Library (http://library.alaska.gov/asp/asp.html).
17	Occupational Injury and Fatality Assessment and Control Evaluation (FACE) Program Investigation Case Notes	10		Dispose of records ten years after report/information is obsolete, superseded or administrative need is met.
18	Occupational Injury and Fatality Assessment and Control Evaluation (FACE) Case Management Data	Permanent		Retain records permanently in the office.
19	Violent Death Report System (Case Management Data)	Permanent		Retain records permanently in the office.
20	Health Impact Assessment (HIA) Records	Permanent		Retain records permanently in the office.

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