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STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 215   Schedule No: 06-215.1

DEPARTMENT OF HEALTH AND SOCIAL SERVICES

DIVISION OF PUBLIC HEALTH

215 - SECTION OF NURSING - PUBLIC HEALTH CENTERS

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 & AS 18.15.365. This schedule supersedes #66602.

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 *Original signature held on file.*		Date 8/27/2007
Attorney General/Designee *Original signature held on file.*	Date 9/24/2007	Commissioner of Administration/Designee *Original signature held on file.*	Date 10/21/2007
State Archivist *Original signature held on file.*	Date 10/4/2007	Records Analyst *Original signature held on file.*	Date 8/14/2007

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
001 - Adult Client Records This series consists of medical records and correspondence. Includes single encounter forms, referral forms and photos. Client records arranged alphabetically by name.		C+7		C = Until date of last visit. Confidential under AS 40.25.120. Files that have met their office retention must be disposed via shredding or a confidential burn.
002 - Child Client Records This series consists of medical records and correspondence. Includes single encounter forms, referral forms and photos. Client records are arranged alphabetically by name.		C+7		C = Until child reaches the age of 21 then retain an additional 7 years for a total retention until age 28. In case of death prior to age 22, records should be kept 7 years after the date of death. Confidential under AS 40.25.120. Files that have met their office retention must be disposed via shredding or a confidential burn.
003 - Adult Immunization Cards Electronic data is located on the RPMS (item #006). Hardcopy is arranged alphabetically by name.	H & D	C+7		C = Until last visit. RPMS = Resource Patient Management System. Records may be retained hardcopy or electronically. Public Health Nursing's goal is to phase out hardcopy immunization cards.

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.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
004 - Child Immunization Cards Electronic data is located on the RPMS (item #006). Hardcopy is arranged alphabetically by name.	H & D	C+7		C = Until child reaches the age of 21 then retain an additional 7 years for a total retention until age 28. In case of death prior to age 22, records should be kept 7 years after the date of death. RPMS = Resource Patient Management System. Records may be retained hardcopy or electronically. Public Health Nursing's goal is to phase out hardcopy immunization cards.
005 - Group Service Records (RPMS Originals) Hardcopy files that relate to the RPMS (item #006). Arranged chronologically.	H	10		RPMS = Resource Patient Management System. Some information is kept electronically on the RPMS. See item #006. Confidential under AS 40.25.120. Files that have met their office retention must be disposed via shredding or a confidential burn.
006.1 - Resource Patient Management System (RPMS) Reports 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. The RPMS is a public domain system located at 23 sites and is shared by the Indian Health Service.		C		C = Until obsolete/superseded or administrative management need is met.

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

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
006.2 - Resource Patient Management System (RPMS) Reports (Electronic) 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. The RPMS is a public domain system located at 23 sites and is shared by the Indian Health Service.		C		C = Until information complies with authorized records retention requirements under this schedule. Authority: AS 40.21 (Management & Preservation of Public Records) & 4 AAC 59.005 (Retention & Preservation of Electronic Records).
007 - Cash Receipts Journal/Fee For Service Forms The journal is a log of monies that are received for public health center services statewide. These journal pages document the collections of fees submitted by the health centers and fee for service forms. Arranged chronologically.		C+3		Office of Record are the public health centers. Confidential under AS 40.25.120. Files that have met their office retention must be disposed via shredding or a confidential burn.
008 - EPSDT Outreach Tracking Records May include suspense, eligibility, recipient status, outreach reports, maintenance log, summaries, etc.	H & E	3		EPSDT = Early Periodic Screening Diagnosis & Treatment. May be retained manually or electronically. Some reports are generated from the Medicaid Management Information System, administered by the Division of Medical Assistance. Confidential under AS 40.25.120. Files that have met their office retention must be disposed via shredding or a confidential burn.

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C = Cut-off event/date	S = Until Scanned	E = Electronic	2. Are necessary to resume or continue operations
CY = Current Year	T = Transfer	D = Database	
CFY = Current Fiscal Year	TO = Term of Office	M = Microform	
PA = Permanent (Transfer to State Archives)			

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
009 - Epidemiology Investigation Files This series consists of CDC Field Contact Investigation Forms, Infectious Disease Report Forms as found in the EPI Midnight Madness Manual and other related forms that are used as intake or investigation forms and are not part of an official record.		C+3		C = Until obsolete, superseded or administrative/management need is met. CDC = Centers for Disease Control. EPI = Epidemiology Confidential under AS 40.25.120. Records that have met their office retention must be disposed via shredding or a confidential burn.

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