



Department of Education and Early Development
 Division of Libraries, Archives & Museums
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)
 P.O. Box 110525, 141 Willoughby Avenue
 Juneau, AK 99811-0525
 T: (907) 465-2317/2275
 F: (907) 465-2465

STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 631 Schedule No: 06-631.1

DEPARTMENT OF HEALTH AND SOCIAL SERVICES
 DIVISION OF PUBLIC HEALTH
 631 - CHRONIC DISEASE PREVENTION & HEALTH PROMOTION

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 non-confidential. This schedule supersedes #64504.

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.

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Division Director (Acting)	Signature of Division Director		Date
Dr. Joseph McLaughlin			12/10/14
Attorney General/Designee	Date	Commissioner of Administration/Designee	Date
	6/22/15		12/10/14
State Archivist	Date	Records Analyst	Date
	12/10/14		12/10/14

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
001.1 - Common Files This record series consists of administrative records related to Budget Preparation, Grant Management, Procurement, Leasing & Property, General Administrative, Personnel Administration and Information Technology. Chronic Disease Prevention & Health Promotion staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).	H E	C+3	Y	C-Until report/information is obsolete, superseded or administrative/management need is met.
001.2 - Program Grant Files This record series consists of grants (federal, local communities, and grants to other state agencies), contracts, RSA's and associated correspondence for Health Promotion and Tobacco Prevention.	H E	C+6	Y	C-Until grant funds expended, contract terminated and all other business needs concluded.
002.1 - Cancer Registry This registry captures cancer patient data submitted from state hospitals. Data includes but may not be limited to demographics, location, gender, age, morbidity and mortality.	H E D	C+6	Y	S-After documents are scanned and images verified under CDPHP standard operating procedures, originals may be disposed. Confidential information.
003.1 - Injury Prevention This registry contains data specific to a previous CDC-funded project concerning Fire Safety.	H E	CFY+6	N	
004.1 - Surveillance & Evaluation This record series consists of individual responses to public health surveys such as the Behavioral Risk Factor Surveillance System (BRFSS) for adults (18+) and the Youth Risk Factor Surveillance System (YRBSS) for middle/high school students. Data may include, but are not limited to, demographics, location, anthropometrics, behavioral and health conditions, opinions, and individual and/or potential personal identifiers (e.g., name, telephone number, school, grades, etc.).	E D	PO	Y	PO - Data are retained for on-going epidemiological evaluation of public health concerns and interventions.

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.

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)	H = Hardcopy E = Electronic D = Database M = Microform	1. Are necessary for emergency response 2. Are necessary to resume or continue operations
PO = Permanent (Retain in agency office) S = Until Scanned T = Transfer TO = Term of Office		