

STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Department of Health and Social Services
Division of Public Health
Section of Women's, Children's, and Family Health

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 *State of Alaska General Administrative Records Retention Schedules*. If this schedule and the *General Administrative Records Retention Schedules* 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 *Alaska General Records Retention Schedules*, 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: 06-646.1, Department of Health & Social Services, Division of Public Health, Section of Women's & Children's Family Health

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>	1/3/2019
		Merry Carlson, Acting Director of Public Health, Department 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>	1/22/2019
Alan Birnbaum, Chief Assistant Attorney General, Department of Law		Kelly O'Sullivan, Director, Division of Finance, Department of Administration	
State Archivist	Date:	Records Analyst	Date:
<i>Original signature held on file.</i>	1/10/2019	<i>Original signature held on file.</i>	1/10/2019
Karen Gray, State Archivist		Jennifer Treadway, State Records Manager	

Department of Health and Social Services; Division of Public Health; Section of Women's, Children's, and Family Health

Item #	Record Series Title and Description	Retention	Essential	Retention Notes
1	<p>Newborn Bloodspot Screening Program Case Files</p> <p>This series consists of demographic, screening and diagnostic results, and records of state staff follow-up activities.</p>	21		<p>Destroy records twenty-one years after case closed.</p> <p>Retention: 42 CFR 485.721</p> <p>Not subject to disclosure per AS 40.25.120.</p>
2	<p>Newborn Bloodspot Screening Match Report Tracking System</p> <p>The data collected matches up every live birth with a completed newborn bloodspot screening test.</p>	1		<p>Destroy source records after data entered and verified in system. Delete data one year after birth month.</p> <p>Not subject to disclosure per AS 40.25.120.</p>
3	<p>Newborn Dried Blood Spot Kits</p> <p>Records consist of Dried Blood Spots on original filter paper.</p>	3		<p>Destroy records three years after test completed.</p> <p>Dried blood spots are retained in the contracted lab for up to three months and subsequently the Public Health Lab in Anchorage until they reach three years old.</p> <p>Not subject to disclosure per AS 40.25.120.</p>
4	<p>Newborn Hearing Screening Program Case Files</p> <p>This series consists of demographic, screening and diagnostic results, and records of state staff follow-up activities. The information is entered into the system directly by the Early Hearing Detection and Intervention (EHDI) program, birthing facilities and health care providers.</p>	21		<p>Destroy records twenty-one years after case closed.</p> <p>Retention: 42 CFR 485.721</p> <p>Not subject to disclosure per AS 40.25.120.</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.

Item #	Record Series Title and Description	Retention	Essential	Retention Notes
5	<p>Health Care Program for Children with Special Needs Case Files (HCP/CSN)</p> <p>This series documented client authorizations and tracked payments for the program which ended in 2003. Records include applications, referrals, financial statements, release of information forms, medical records, authorizations for service with reports from the providers, and correspondence.</p>	21	Yes	<p>Destroy records twenty-one years after birth date.</p> <p>Retention: 42 CFR 485.721</p> <p>Not subject to disclosure per AS 40.25.120.</p>
6	<p>Specialty Clinics Program Case Files (Genetic, Metabolic, Cleft Lip and Palate, and Neurodevelopmental)</p> <p>Records may include referrals, release of information forms, medical records, history and pedigree, genetic clinic reports, and correspondence.</p>	21	Yes	<p>Maintain paper source records for one year after case closed or child lost to follow-up. Destroy source records after scanned and verified. Destroy scanned records and microforms 21 years after birth date or five years after discharge date, whichever is longer.</p> <p>Retention: 42 CFR 485.721</p> <p>Not subject to disclosure per AS 40.25.120.</p>
7	<p>Alaska Birth Defects Registry</p> <p>Health care providers are required to report certain types of birth defects to the Department. This records series consists of medical and billing reports from medical care providers which assist in identifying children expected to have special health care needs. This series provides vital information about the frequency and distribution of birth defects, ensuring that systems level responses, including monitoring and prevention, are in place to meet the service needs of these children.</p>	50		<p>Dispose of data fifty years after date of birth.</p> <p>Dispose of reports three years from the date of encounter.</p> <p>Not subject to disclosure per AS 40.25.120.</p>

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Item #	Record Series Title and Description	Retention	Essential	Retention Notes
8	<p>Maternal Child Death Review (MCDR) Records</p> <p>This records series documents surveillance of maternal, infant and child mortality in Alaska.</p> <p>Data captured may include: birth and death certificates, prenatal records of mother, medical records on decedent, law enforcement and autopsy data.</p>	50		<p>Dispose of source records ten years after date of death.</p> <p>Destroy data fifty years after date of death.</p> <p>Not subject to disclosure per AS 40.25.120.</p>
9	<p>Pregnancy Risk Assessment Monitoring System (PRAMS) Survey Data</p> <p>PRAMS is an on-going survey of mothers of newborns developed by the U.S. Centers for Disease Control and Prevention (CDC) and initiated in Alaska in 1990. PRAMS collects state-specific, population-based data on maternal attitudes and experiences before, during, and after pregnancy. Data analyzed assists with program planning/policy development and is used to assess maternal risk factors.</p>	50		<p>Dispose of records fifty years after weighted data set is received from the Center for Disease Control (CDC).</p> <p>Not subject to disclosure per AS 40.25.120.</p>
10	<p>Childhood Understanding Behaviors Survey Data (CUBS)</p> <p>This series consists of survey data for mothers of 3-year old children, who also responded to the Pregnancy Risk Assessment Monitoring System (PRAMS) survey. Data from the original surveys are input into a database. Analysis of data is used for program planning and evaluation, and policy development, as well as for assessing child health status.</p>	50		<p>Dispose of records fifty years after weighted data set is received from the contracted statistician.</p> <p>Not subject to disclosure per AS 40.25.120.</p>

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Item #	Record Series Title and Description	Retention	Essential	Retention Notes
11	<p>Breast and Cervical Health Check (BCHC) Participant Files</p> <p>The primary function of this records series is to obtain screening, diagnostic, billing and eligibility information for women participating in the BCHC Program. The database of scanned documents includes claims, enrollment forms, data forms from providers and reports sent by hospitals. Applicable information is input into a contracted, secured, web-based system on an external server which is used for client identification, service tracking, screening and trend projects.</p>	6		<p>Dispose of records six years after closed or after last action taken on protected health information, whichever is longer.</p> <p>Not subject to disclosure per AS 40.25.120.</p> <p>Confidential per 7 AAC 27.890(b).</p>