



**DEPARTMENT OF PERSONNEL & ADMINISTRATION  
STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE**

ARCHIVES NO. <b>08-67</b>
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DEPARTMENT	DIVISION	SECTION	PERMANENT <input checked="" type="checkbox"/>	NON-PERMANENT <input checked="" type="checkbox"/>
Department of Public Health and Environment	Prevention Services	Women's Wellness Connection (Center for Healthy Living and Chronic Disease Prevention/ Chronic Disease Prevention Branch)		
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
1.	Agency Correspondence (PHI) <i>Correspondence with local agencies, including the Colorado Community Health Network (CCHN)</i> Record copy  Duplicate copies	Retain until administrative need ends then destroy Retain until no longer needed then destroy	May have patient names and social security numbers Store in locked cabinet Destroy by shredding	
2.	Applications for the Breast and Cervical Cancer Program (BCCP) (PHI) <i>Applications from patient diagnosed with cancer for medical treatment through BCCP. Contains duplicates of BCCP Patient Form; i.e., personal history form, use of information form, clinical services report and follow-ups for entry into eCaST</i> Record copy Duplicate copies	Retain for 7 years then destroy Retain until no longer needed then destroy	Store in locked cabinet Destroy by shredding	
3.	eCaST (PHI) <i>WWC's electronic cancer screening and tracking database</i> Record copy Duplicate paper copies	Permanent Retain until no longer needed then destroy	Keep under reasonable and appropriate electronic safeguards Destroy by e-shredding	

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed in the Records Management Policies and Procedures Manual.

State Archivist's Signature <i>Terry Ketselson</i>	Date <i>4/21/2008</i>	Records Liaison Officer's Signature <i>Deby Hauaki</i>	Date <i>01-25-2008</i>
Attorney General's Signature <i>John Suthers</i> <i>Janice Battersman</i>	Date <i>6-25-08</i>	State Auditor's Signature <i>[Signature]</i>	Date <i>4/24/08</i>

SA-194 (REV 1/78)

Page 1 of 3

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PENDING LEGAL CASE, CLAIM, ACTION OR AUDIT.**



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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
4.	Expansion Grants <i>Includes applications for service delivery contractors</i> Record copy Duplicate copies	Retain 3 years after grant ends Retain until no longer needed then destroy	WWC has FY06-FY08. Fiscal Services Unit will have FY08-FY09. Grant ends at end of FY09
5.	Quarterly Reports <i>Includes Core Indicator Report, Targeted Screening Goal Report and Sign-off Sheet</i> Record Copy  Duplicates copies	Retain until administrative need ends then destroy Retain until no longer needed then destroy	
6.	Reports from External Contractors <i>Reports on the public relations work done to promote the programs at the community level; includes work plans and the reports' supporting documents</i> Record copy  Duplicate copies	Retain until administrative need ends then destroy Retain until no longer needed then destroy	

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State Archivist's Signature <i>Terry Hiteisen</i>	Date <i>4/21/2008</i>	Records Liaison Officer's Signature <i>Betsy Hannah</i>	Date <i>01-25-2008</i>
Attorney General's Signature	Date	State Auditor's Signature <i>[Signature]</i>	Date <i>4/24/08</i>

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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
7.	Secure User ID Forms for Women's Wellness Connection <i>Includes Secure User ID forms and renewals for internal and external users of WWC databases containing protected health information</i> Record copy  Duplicate copies	Retain until the individual user is no longer in the system Retain until no longer needed then destroy	WWC has the record copy; ITS gets a duplicate copy
8.	WWC Patient Forms (PHI) <i>Includes personal history form, use of information form, clinical services report and follow-ups for entry into eCaST</i> Record copy Duplicate copies	Retain for 7 years then destroy Retain until no longer needed then destroy	Keep in locked cabinet Destroy by shredding

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State Archivist's Signature <i>Terry Kitchener</i>	Date <i>4/21/2008</i>	Records Liaison Officer's Signature <i>Betsy Hauak</i>	Date <i>01-25-2008</i>
Attorney General's Signature	Date	State Auditor's Signature <i>Robert DeLoe</i>	Date <i>4/24/08</i>

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