



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

ARCHIVES NO. <i>08-55</i>

DEPARTMENT	DIVISION	SECTION	PERMANENT <input type="checkbox"/>
Department of Public Health and Environment	Prevention Services	Traumatic Brain Injury (TBI) (Center for Healthy Families/CSHCN)	NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
1.	TBI Client Files (PHI) <i>Includes applications, care plans, services and patient records for each client</i> Record Copy Duplicate copies	Local care coordination offices have record copy Retain until no longer needed then destroy	Division has duplicate copies only Store in locked cabinet Destroy by shredding
2.	TBI Tracking Database (No PHI) <i>Tracks dates application and services approved</i> Record copy Duplicate copies	Retain 7 years after end of client's year then destroy Retain until no longer needed then destroy	

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 Ketchum</i>	Date <i>3/14/2008</i>	Records Liaison Officer's Signature <i>Betsy Hauak</i>	Date <i>01-25-2008</i>
Attorney General's Signature <i>John Suthers</i> <i>Samie Postman</i>	Date <i>6/26/08</i>	State Auditor's Signature <i>Frank DeRog</i>	Date <i>4/2/08</i>

**NO RECORD SHALL BE DESTROYED THAT PERTAINS TO ANY
PENDING LEGAL CASE, CLAIM, ACTION OR AUDIT.**