



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

ARCHIVES NO. <i>08-56</i>

DEPARTMENT Department of Public Health and Environment		DIVISION Prevention Services	SECTION Colorado Central Cancer Registry (EPE Branch)	PERMANENT <input checked="" type="checkbox"/>	NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS	
	NOTE: CCCR IS LOCKED	AT ALL TIMES WHEN		NO-ONE IS THERE	
1.	Cancer Registry Database (contains PHI) <i>Includes pristine cancer abstracts from hospitals and the consolidated record CCCR creates for each tumor</i> Record copy Duplicate copies	Permanent Retain until superseded then destroy		Encrypted back-up copy with software vendor; CCCR back-up copy stored in Building B. Pre-1997 records scanned or microfilmed; military hospitals abstracts on paper. Destroy by shredding or e-shredding.	
2.	Cancer Research Studies (contains PHI) <i>Documents relating to studies conducted by outside investigators</i> Record copy Duplicate copies	Retain for 10 years after study completed then destroy Retain until no longer needed then destroy		Store paper copy in locked cabinets or Registry and destroy by shredding. Destroy electronic data by e-shredding.	
3.	Data Collection Manual <i>Contains only the Colorado-specific supplemental pages</i> Record copy Duplicate copies	Permanent Retain until superseded then destroy		Record copy is on the LAN. Each registrar has a paper copy.	

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>3/14/2008</i>	Records Liaison Officer's Signature <i>Betsy Daugh</i>	Date <i>01-25-2008</i>
Attorney General's Signature <i>John Suthers</i> <i>Michelle Pottoroman</i>	Date <i>6/24/08</i>	State Auditor's Signature <i>Chad E. Leg</i>	Date <i>6/2/08</i>

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



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DEPARTMENT Department of Public Health and Environment		DIVISION Prevention Services	SECTION Colorado Central Cancer Registry (EPE Branch)	PERMANENT <input checked="" type="checkbox"/>	NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS	
4.	Death Certificates (contains PHI) <i>Electronic data files of all Colorado deaths fully identified</i> Record copy Duplicate copies	Health Statistics has record copy See Special Instructions		Retention period for noncancer death is dictated by the MOU between CCCR & Health Statistics. (Currently 2 years). Destroy by e-shredding	
5.	Hospital Performance Aggregate Data (paper and electronic) <i>Monthly statewide completeness of cancer reporting spreadsheet</i> Record copy Duplicate copies	Retain current year plus 1 then destroy Retain until no longer needed then destroy		Electronic copy is written-over each month.	
6.	Hospital Performance Files <i>Includes correspondence regarding hospital's compliance with statutory/regulatory requirements, source documents (working files) and reports from triennial audits CCCR conducts</i> Record copy Duplicate copies/Source Documents	Retain for 7 years after final audit report completed then destroy Retain until no longer needed then destroy			

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State Archivist's Signature <i>Terry Kitzelsen</i>	Date <i>3/14/2008</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>6/2/08</i>

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DEPARTMENT	DIVISION	SECTION	PERMANENT <input checked="" type="checkbox"/>
Department of Public Health and Environment	Prevention Services	Colorado Central Cancer Registry (EPE Branch)	NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
7.	Patient Records Requests <i>Requests for copies of patient records from U.S. Departments of Justice or Labor or from patients or their families</i> Record copy	Retain for 1 year after request is filled or after case is closed for DOJ/DOL requests	
8.	Small Hospitals Files <i>Working papers for small hospitals that do not have to report to CCCR</i> Record copy Duplicate copies	Retain until administrative need ends then destroy Retain for 6 months then destroy	

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State Archivist's Signature <i>Jerry Ketelsen</i>	Date <i>3/14/2008</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>Robert E. Kelly</i>	Date <i>6/2/08</i>

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