



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

ARCHIVES NO. 08-73

DEPARTMENT	DIVISION	SECTION	PERMANENT	NON-PERMANENT
Department of Public Health and Environment	Prevention Services	Rural and Primary Care (Office of Policy, Fiscal Analysis & Operations)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
1.	Contacts Manager Database <i>ACCESS database with information on contacts, National Health Service Corps providers and J-1/NIW waiver participants</i>	Retain until superseded or obsolete	Contains the information formerly in separate databases for NHSC sites, NHSC Providers and J-1/NIW	
2.	J-1 Visa Waiver Program Files (contains tax ID # and ID cards) <i>Files for foreign health care providers with J-1 Visa Waivers and National Interest Waivers</i> Record copy Duplicate copies	Retain for 5 years after waiver ends then destroy Retain until no longer needed then destroy	Kept in locked cabinets Destroy by shredding	
3.	Shortage Designation Area (HPSA) Files <i>Includes applications and notifications for HPSA, MUA and MUP</i> Record Copy Duplicate copies (in PSD only)	Retain 10 years after end of designation as HPSA site then destroy Retain until no longer needed then destroy	Keep in locked cabinets Destroy by shredding U.S. Department of Health and Human Services has copies.	
4.	Shortage Designation Maps <i>Internet maps of HPSA and J-1/NIW areas in Colorado</i>	Retain until superseded		

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 Kitchum</i>	Date <i>4/21/2008</i>	Records Liaison Officer's Signature <i>Betsy Hannah</i>	Date <i>01-28-2008</i>
Attorney General's Signature <i>John Luther Bottelmann</i>	Date <i>6-25-08</i>	State Auditor's Signature <i>[Signature]</i>	Date <i>4/24/08</i>

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



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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
5.	National Health Service Corps (NHSC) Files <i>Applications and approvals for site for NHSC scholar and loan repayers</i> Record copy Duplicate copies	Retain 7 years after cutoff then destroy Retain until no longer needed then destroy	Annual cutoff is March 30.
6.	State Health Provider Tax Credit Files <i>Includes only paper records; database was never developed</i>	Retain 7 years after calendar year tax credit was authorized the destroy	Program sunsets at end of FY 2007. No files after 2002. All records should be destroyed by the end of 2009.

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State Archivist's Signature <i>Terry Kitchel</i>	Date 4/21/2008	Records Liaison Officer's Signature <i>Betsy Hannah</i>	Date 01-28-2008
Attorney General's Signature	Date	State Auditor's Signature <i>Robert D. Lee</i>	Date 4/24/08

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