



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

ARCHIVES NO. 08-74

DEPARTMENT	DIVISION	SECTION	PERMANENT <input type="checkbox"/>
Department of Public Health and Environment	Prevention Services	Women's Health Unit (Center for Healthy Families & Communities)	NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
1.	Agency Files <i>Delegate/local agency files, including agency applications, correspondence, site visit reports, work plans, progress reports, sliding fee schedules, chart audit. May include copies of contracts or purchase orders.</i> Record copy Duplicate copies	Retain for 6 years then destroy Retain until no longer needed then destroy	
2.	Family Planning Program (FPP) Annual Financial Status Report <i>Annual report to U.S. Department of Health and Human Services (HHS) on how grant money was spent, what money is left and request to roll money left forward</i> Record copy Duplicate copies	CDPHE/Accounting has record copy Retain until no longer needed then destroy	
3.	Family Planning Program Site Visits and Audit Reports (Federal) <i>Reports generated from HSS triennial audits of FPP; does not include a financial audit</i> Record copy Duplicate copies	Retain for 6 years after report published 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 Kitzelson</i>	Date <i>4/21/2008</i>	Records Liaison Officer's Signature <i>Betsy Hawah</i>	Date <i>01-28-2008</i>
Attorney General's Signature <i>John Suthers</i> <i>Suzanne Botteman</i>	Date <i>6-25-08</i>	State Auditor's Signature <i>[Signature]</i>	Date <i>4/24/08</i>

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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
4.	Family Planning Program Chart Audit Patient Charts (PHI) <i>De-identified patient charts from public health agency family planning programs used for the chart audits</i> Record copy	Retain until FPP responds to agency's rebuttal of report findings	Store in locked cabinet Destroy by shredding
5.	Family Planning Program Chart Audit Reports <i>Includes reports, rebuttals and responses to rebuttals along with working papers</i> Record copy Duplicate copies	Retain for 6 years after end of calendar year then destroy Retain until no longer needed then destroy	
6.	Family Planning Program Database (Electronic IRIS) (PHI) <i>Client level records of visits to family planning clinics, including visits, supplies and demographic information.</i> Record copy Duplicate copies	Retain 3 years after the program ends then destroy Retain until no longer needed then destroy	Keep under reasonable and appropriate electronic safeguards Destroy by e-shredding

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State Archivist's Signature <i>Jerry Ketselson</i>	Date <i>4/21/2008</i>	Records Liaison Officer's Signature <i>Betsy Hawk</i>	Date <i>01-28-2008</i>
Attorney General's Signature	Date	State Auditor's Signature <i>Robert J. ...</i>	Date <i>4/24/08</i>

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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
7.	Family Planning Program Internal Audits by Public Health Agency Family Planning Programs (PHA-FPP) <i>Summaries of medical self-audits performed by PHA FPP twice a year</i> Record copy Duplicate copies	PHA FPP has record copy Retain until no longer needed then destroy	
8.	Family Planning Program Maternal Mortality Client Records (PHI) <i>Patient records of women who have died during pregnancy or one year postpartum</i> Record copy Duplicate copies	Retain until entered in CDC database then destroy Retain until no longer needed then destroy	Store in locked cabinet Destroy by shredding
9.	Family Planning Maternal Mortality Summaries <i>Summaries of information from patient records of women who have died during pregnancy or up to one year postpartum for review by multi-specialty review committee. Includes committee meeting notes, minutes and related documents</i> Record copy Duplicate copies	Retain for 3 years after program ends then destroy Retain until no longer needed then destroy	

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State Archivist's Signature <i>Jerry Ketsen</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	Date	State Auditor's Signature <i>[Signature]</i>	Date <i>4/24/08</i>

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Department of Public Health and Environment	Prevention Services	Women's Health Unit (Center for Healthy Families & Communities)	NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
10.	Nurse Home Visitor Program Files <i>Operational records that tell how the program is managed</i> Record copy Duplicate copies	Retain for 3 years then destroy Retain until no longer needed then destroy	
11.	Prenatal Plus Cost Analyses <i>Biennial contractor and local agency reports and summary data worksheets used to determine how much it costs to run the program</i> Record copy Duplicate copies	Retain for 3 years after the program ends then destroy Retain until no longer needed then destroy	
12.	Prenatal Plus Data Reports (Electronic IRIS) (PHI) <i>Program data on birth outcomes, population demographics, client risks and risk resolution</i> Record copy Duplicate copies	Retain 3 years after the program ends then destroy Retain until no longer needed then destroy	Keep under reasonable and appropriate electronic safeguards Destroy by e-shredding

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

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DEPARTMENT Department of Public Health and Environment	DIVISION Prevention Services	SECTION Women's Health Unit (Center for Healthy Families & Communities)	PERMANENT <input type="checkbox"/>
			NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
13.	Prenatal Plus Data Summaries (Paper) <i>Summaries of program data on birth outcomes, population demographics, client risks and risk resolution</i> Record copy Duplicate copies	Retain for 3 years after the program ends then destroy Retain until no longer needed then destroy	
14.	Prenatal Plus Medicaid Client Data (Electronic) (PHI) <i>Information on mother and baby regarding Prenatal Plus participation – not de-identified</i> Record copy Duplicate copies	Medicaid or HCPF has record copy Retain until no longer needed then destroy	Store in locked cabinet Destroy by shredding
15.	Secure User ID Forms for Women's Health Unit <i>Includes Secure User ID forms and renewals for internal and external users of WHU databases containing protected health information</i> Record copy Duplicate copies	Retain until individual user is no longer in the system then destroy Retain until no longer needed then destroy	WHU has the record copy (Supervisors have CDPHE employee forms; Records Coordinator has external forms) ITS gets a duplicate copy

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State Archivist's Signature <i>Jerry Ketelsen</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	Date	State Auditor's Signature <i>Debra Cole</i>	Date <i>4/24/08</i>

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