



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

ARCHIVES NO. 08-75

DEPARTMENT	DIVISION	SECTION	PERMANENT	NON-PERMANENT
Department of Public Health and Environment	Prevention Services	Women Infants & Children (WIC) (Center for Healthy Families and Communities/ Nutrition Services Branch)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
1.	Check and Redemption Information System (Electronic) (PHI) <i>System for payment of checks to participants; linked to the WIC Participant Information System</i> Record copy	Retain for 6 years then destroy	Maintained on the mainframe at DOIT and archival tapes	
2.	Greenbar Reports <i>Computer reports printed at DOIT; show audit trail to reconcile and validate information flow</i> Record copy Duplicate copies	Retain for 3½ years then destroy Until no longer needed then destroy	Paper copies are being replaced by electronic copies	
3.	Participant Information System (Electronic) (PHI) <i>Includes all participant information and health related information; linked to WIC Check and Redemption Information System</i> Record copy	Retain for 3½ years then destroy	Maintained on the mainframe at DOIT and archival tapes	
4.	Scheduling Database <i>Collects the planned visit scheduling information</i> Record copy	Retain for 3½ years then destroy	Maintained on the mainframe at DOIT and archival tapes	

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>Jerry Kettelsen</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 <i>John Suthers</i> <i>Myra Louise Rottman</i>	Date <i>6-25-08</i>	State Auditor's Signature <i>Charles E. Reg</i>	Date <i>4/24/08</i>

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



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

ARCHIVES NO.
08-75

DEPARTMENT Department of Public Health and Environment		DIVISION Prevention Services	SECTION Women Infants & Children (WIC) (Center for Healthy Families & Communities/ Nutrition Services Branch)	PERMANENT <input type="checkbox"/> NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
5.	U.S.D.A. Communication regarding WIC program <i>Includes information, policy and guidance</i> Record copy Duplicate copies	Retain until superseded or obsolete then destroy Retain until no longer needed then destroy		
6.	Visit Files Database (Electronic) (PHI) <i>Contains data collected at the clinic for various participant visits.</i> Record copy	Retain for 3½ years then destroy	Maintained on the mainframe at DOIT and on archival tapes	
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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 Hanak</i>	
Attorney General's Signature		Date	State Auditor's Signature <i>[Signature]</i>	
			Date <i>4/24/08</i>	

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