



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

ARCHIVES NO.  
 09-32

DEPARTMENT Department of Public Health and Environment	DIVISION Laboratory Services	SECTION Toxicology	PERMANENT <input type="checkbox"/> NON-PERMANENT <input checked="" type="checkbox"/>
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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
1	Drug Abuse Records  A. Reports and Requisitions  B. Charts/Logs  C. Instrument Readings and Results  D. Chain of Custody Forms	5 years + current	Shred before disposal

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 in the Records Management Policies and Procedures Manual.

State Archivist's Signature <i>Terry Kitchener</i>	Date 11/12/2008	Records Liaison Officer's Signature <i>Betsy Hank</i>	Date 11-4-08
Attorney General's Signature <i>Kelli for John W. Suthers</i>	Date 1/20/2009	State Auditor's Signature <i>Officer [Signature]</i>	Date 12/24/08