



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

ARCHIVES NO.
 10-19

DEPARTMENT	DIVISION	SECTION	PERMANENT <input checked="" type="checkbox"/>	NON-PERMANENT <input checked="" type="checkbox"/>
Public Health & Environment	Disease Control & Environmental Epidemiology	Colorado Immunization Information System (CIIS)		
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
1.	Registry Data <i>Digital database of patient vaccine records.</i>	Permanent	NOTE: No record shall be destroyed that pertains to any pending legal case, claim, action or audit.	
2.	Letters of Agreement (LOA) <i>Binding agreements between CDPHE and the provider.</i> 1. Site 2. Delegatory	Seven years in hardcopy; stored electronically until notified of non-participation		
3.	Site Administrator Information <i>Information and binding agreements between CDPHE and site administrator.</i>	One year in hardcopy; stored electronically until notified of non-participation		
4.	Site Information Sheet <i>Lists contact and provider information.</i>	One year in hardcopy; logged electronically into Internal Tracking and System Implementation ("ITSI")		
5.	Data Quality Reports <i>Report detailing the quality and accuracy of data from a specific provider.</i>	One year in hardcopy; logged electronically into ITSI		
6.	Decision Point Document <i>Document that establishes how CIIS will be incorporated into the work flow.</i>	One year in hardcopy; logged into ITSI		

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 Hattelson</i>	Date 11/30/2009	Records Liaison Officer's Signature <i>Betsy Hannah</i>	Date 11/23/2009
Attorney General's Signature <i>John W. Suthers by Kalli</i>	Date 2/10/10	State Auditor's Signature <i>William O. Steg</i>	Date 12/09/09



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7.	Personnel Access List <i>List of all personnel requesting access to CIIS.</i>	One year hardcopy; logged electronically into ITSI	
8.	Sign-in Sheets <i>Documents used to capture pertinent information during the demonstration, planning and training meetings.</i>	Until no longer need; logged electronically into ITSI	
9.	Login Requests <i>Requests to add/remove user to provider.</i>	Until no longer needed; logged electronically into CIIS production	
10.	Password Reset Requests <i>User requests to reset login password.</i>	Until no longer needed; logged electronically into CIIS production	
11.	Miscellaneous Correspondence <i>Pertinent email, notes, etc.</i>	Until administrative need ends	