



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

ARCHIVES NO.

13-01

DEPARTMENT Public Health & Environment	DIVISION Disease Control & Environmental Epidemiology	SECTION Birth Defects Monitoring & Prevention	PERMANENT <input checked="" type="checkbox"/> NON-PERMANENT <input type="checkbox"/>
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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
1.	Rocky Mountain Arsenal Advisory Board <i>This records series includes minutes and other supporting documentation.</i> Record Copy: Electronic	Permanent	<i>No record shall be destroyed under this schedule authority so long as it pertains to any pending legal case, claim, action or audit.</i>
2.	Birth Defects Registry <i>This records series includes case reports, core registration data, medical records and/or medical information reports from data reporting sources, and epidemiology reports.</i> Record Copy: Electronic Duplicate Copy: Paper	Permanent Retain until information is entered into registry database OR duration of project	
3.	Craniosynostosis Project <i>This records series includes patient case reports, legislative and investigative materials, publications, and reports.</i> Record Copy: Paper	Permanent	

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

Date

08/20/12

Records Liaison Officer's Signature

Date

4-24-12

Attorney General's Signature

Date

11-30-12

State Auditor's Signature

Date

11-5-12



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4.	<p>Community Notification and Referral Program (CNRP)  <i>This program provides information (through HCP web-based system) to local public health departments to refer children in their respective geographic areas to services in an effort to prevent early developmental delay.</i></p> <p>A. Notification form - information database            Record Copy: Electronic</p> <p>B. Physician and/or parent release signature forms            Record Copy: Paper</p> <p>C. Notification database            Record Copy: Electronic</p> <p>D. Supporting notification program information            Record Copy: Paper</p>	<p>(7) years</p> <p>(3) years + the current date after expiration period of signature</p> <p>Permanent</p> <p>(3) years or until no longer needed</p>	
5.	<p>Core Registration  <i>This records series includes case report information &amp; statistical file data received from CDPHE - Center for Health &amp; Environmental Information Statistics.</i></p> <p>Record Copy: Electronic</p>	<p>Permanent</p>	