



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

ARCHIVES NO.
 13-37

DEPARTMENT Public Health & Environment	DIVISION Prevention Services	SECTION Primary Care Office	PERMANENT <input checked="" type="checkbox"/>
			NON-PERMANENT <input checked="" type="checkbox"/>

ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
1.	J-1 Visa Waiver Program Files <i>Record series may contain a complete application, including tax ID #, ID cards, information about providers obligated through the J-1 Visa Waiver program, and semi-annual reports.</i>		
	RECORD COPY	Retain (5) years after waiver ends, then destroy.	
	DUPLICATE COPY	Retain until no longer needed then destroy.	
2.	Shortage Designation Area (HPSA) Files <i>Records series may contain applications, county information, surveys and notifications for HPSA, Medically Underserved Area ("MUA") and Medically Underserved Populations ("MUP").</i>		
	RECORD COPY	Retain (10) years after end of designation as HPSA site, then destroy.	
	DUPLICATE COPY	Retain until no longer needed then destroy.	
			<i>No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.</i>

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>[Signature]</i>	Date 02/25/2013	Records Liaison Officer's Signature <i>[Signature]</i>	Date 2-25-13
Attorney General's Signature <i>[Signature]</i>	Date 6/10/13	State Auditor's Signature <i>[Signature]</i>	Date 5-10-13



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ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS					
3.	Shortage Designation Maps <i>Records series may include internet maps of HPSA, National Health Services Corp. ("NHSC"), CO Health Services Corp. ("CHSC") and J-1/National Interest Waivers ("NIW") areas in Colorado.</i>	RECORD COPY	DUPLICATE COPY	Retain until superseded. Retain until no longer needed then destroy.					
4.	Colorado Health Service Corps Site Application <i>Records series may contain information and documentation on loan repayment clinical sites.</i>	RECORD COPY	DUPLICATE COPY	Retain (7) years after service ends then destroy. Retain until no longer needed then destroy.					
5.	Colorado Health Service Corps Loan Repayment Files - Expanded Dental Loan Option Loan Repayment Files <i>Records series may contain contract information and documentation on loan repayment participants, including social security numbers and other personal loan information.</i>	RECORD COPY	DUPLICATE COPY	Retain (7) years after service ends then destroy. Retain until no longer needed then destroy.					
6.	Colorado Health Service Corps Database, includes Expanded Dental Loan Option <i>Records series may contain history of participants and funding information.</i>	RECORD COPY	DUPLICATE COPY	Retain until superseded or program ends then destroy. Retain until no longer needed then destroy.		No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.			



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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS				
7.	Colorado Health Service Corps Site Visit Reports and Files & Expanded Dental Loan Option Files <i>Records series may include information and documentation on loan repayment clinical sites.</i>						
	RECORD COPY	Retain (7) years after service ends then destroy.					
	DUPLICATE COPY	Retain until no longer needed then destroy.					
8.	National Interest Waiver Program Files <i>Record series may include complete application including tax ID#, ID cards and personal information about providers obligated through the National Interest Waiver program.</i>						
	RECORD COPY	Retain (5) years after waiver completes then destroy.					
	DUPLICATE COPY	Retain until no longer needed then destroy.					
9.	Colorado Health Service Corps Advisory Council Files <i>Records series may include meeting minutes, agenda, notices and information/documentation on loan repayment participants, including award determinations.</i>						
	RECORD COPY	Permanent.					
	DUPLICATE COPY	Retain until no longer needed then destroy.	<i>No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.</i>				

PREVENTION SERVICES DIVISION RECORDS DISPOSITION RATIONALE
Colorado Department of Public Health and Environment
January 2013

Archives No.:

Unit/Program: Primary Care Office					
Record	Copy ⁺	Statute/Rule/ Guidance	Retention Period	Rationale*	Special Instructions
1. J-1 Visa Waiver Program Files	R D	6 CCR 1016-3	Retain (5) years after waiver completes then destroy. Until no longer needed.	Certifies PSD support of the waiver to Department of State on behalf of the Governor's Office.	Stored in locked cabinets/secured electronic files. The records series will also be maintained in a spreadsheet. Destroy by shredding.
2. Shortage Designation Area (HPSA) Files	R D	None	Retain(10) years after end of designation as HPSA site then destroy Retain until no longer needed then destroy	Previous application iterations are instructive when researching current applications. Note: U.S. Health & Human Services retains official copy.	Stored in locked cabinets/secure electronic files. Destroy by shredding/deleting.
3. Shortage Designation Maps		None	Retain until superseded.	On the Internet for public information – updated as needed.	
4. Colorado Health Service Corps Site Application	R D	42 CFR 62	Retain (7) years after service ends then destroy. Retain until no longer needed then destroy.	CHSC site retention is based upon federal programmatic rules.	Stored in locked cabinets/secure electronic files. Destroy by shredding.

⁺ This column should indicate whether the retention pertains to the Record original (R) or Duplicate copy (D).

* This column should reflect the interpretation of the statute, regulation, guidance, or other considerations used to determine the retention period and special instructions.

PREVENTION SERVICES DIVISION RECORDS DISPOSITION RATIONALE
Colorado Department of Public Health and Environment
January 2013

Archives No.:

Unit/Program: Primary Care Office					
Record	Copy⁺	Statute/Rule/ Guidance	Retention Period	Rationale*	Special Instructions
5. Colorado Health Service Corps Loan Repayment Files & Expanded Dental Loan Option Loan Repayment Files	R	42 CFR 62 S.A.R.M.M. 7.3	Retain (7) years after service ends then destroy.	CHSC site retention is based upon federal programmatic rules.	Stored in locked cabinets/secure electronic files. Destroy by shredding.
	D		Retain until no longer needed then destroy.		
6. Colorado Health Service Corps Database & Expanded Dental Loan Option Files	R	None – database used for historical information.	Retain until superseded or program ends then destroy.	With evolving technology, database will be refreshed or deleted at least as often as every (5) years.	(Transferred from 08-71) (Database is an Excel spreadsheet.)
	D		Retain until no longer needed then destroy.		
7. Colorado Health Service Corps Site Visit Reports and Files & Expanded Dental Loan Option Files	R	42 CFR 62	Retain (7) years after service ends then destroy.	CHSC site retention is based upon federal programmatic rules, therefore records must be kept.	Stored in locked cabinets/secure electronic files. Destroy by shredding.
	D		Retain until no longer needed then destroy.		
8. National Interest Waiver Program Files	R	C.R. S. 25-20.5-604(1) 6 CCR 1016-3(3)	Retain (5) years after waiver completes then destroy.		The record series will also be maintained in a spreadsheet and contain semi-annual reports.
	D		Retain until no longer needed then destroy.		

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Colorado Department of Public Health and Environment
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9. Colorado Health Service Corps Advisory Council Files	R D	C.R.S. § 25-20.5-704	Permanent. Retain until no longer needed then destroy.	CHSCAC was created in statute, therefore records are permanent, however C.R.S. § 25-20.5-704(7)(a) states that the section is repealed effective 07/01/17; and (7)(b) states that prior to repeal the advisory council shall be reviewed as provided for in C.R.S. § 2-3-1203.	If statute is repealed, contact the CDPHE Records Liaison Officer, who will arrange for these records to sent to State Archives. Note: Executive Session recordings shall be maintained (90) days after the date of the executive session in conformance with C.R.S. § 24-6-402(2)(E) and PSD Administrative Wide RDS 12-11.