



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

ARCHIVES NO.
 13-41

DEPARTMENT Public Health and Environment	DIVISION Prevention Services	SECTION Newborn Screening Follow-up Program- Children, Youth & Families Branch	PERMANENT <input checked="" type="checkbox"/>
			NON-PERMANENT <input checked="" type="checkbox"/>

ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
1.	Abnormal Newborn Screening Results and Follow-up Information <i>Records series contains Personal Health Information ("PHI").</i>	(5) years + current.	
2.	Newborn Screening Results -- Electronic Records Download <i>Records series contains newborn screening testing results downloaded daily from the Laboratory Services Division. This records series contains PHI.</i>	Until no longer needed.	
3.	Lists of Diagnosed Cases of Disease <i>Records series contains no PHI.</i>	Permanent.	
4.	Newborn Screening Follow-up Program Files <i>Records series contains documents created by the program that are not related to follow-up of abnormal newborn screening results. This records series contains no PHI.</i>	Until no longer needed.	

No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.

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 will comply with all conditions listed in the Records Management Policies and Procedures Manual

State Archivist's Signature <i>[Signature]</i>	Date 02/26/2013	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