



DEPARTMENT Public Health & Environment	DIVISION DCEED - Disease Control & Environmental Epidemiology	SECTION Tuberculosis (TB) Program	PERMANENT <input checked="" type="checkbox"/> NON-PERMANENT <input checked="" type="checkbox"/>
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NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY LEGAL CASE, CLAIM, ACTION OR AUDIT.

ITEM NO.	RECORD TITLE	RETENTION PERIOD	CITATIONS/SPECIAL INSTRUCTIONS
1	COLORADO TUBERCULOSIS DATABASE Registry of suspected or active tuberculosis cases and their close contacts for Colorado. Records include Class B evaluation and follow-up data on recent immigrant and refugee arrivals.	Permanent	This information has value for an indefinite period of time and will be maintained as the final and permanent Colorado TB record resource. <i>No manual guidance C.R.S. 25-4-500.3 through 25-4-513</i>
2	ACTIVE TUBERCULOSIS DISEASE CHARTS <i>(Patient disease chart and database records)</i> Includes hard copy medical files, chest X-ray files, doctor impression files, etc.	100 years after first entry to TB Program	Maintain hard copy file until case is closed. After case is closed, scan to PDF/A or Tiff format, perform QC check, and shred hard copy files. Retain electronically in password-protected network file. Database record retained permanently. <i>No manual guidance C.R.S. 25-4-500.3 thr 25-4-513</i>
3	LATENT TUBERCULOSIS INFECTION CASE CHARTS <i>(Patient infection case charts)</i> a) Patients with prior close-contact with suspected or active TB patient b) Patients with no prior contact with suspected or active TB patient	a) 100 years after logged into database and scanned to secure electronic network file b) 100 years after scanned to secure electronic file on network	Maintain hard copy file until case closed or submission to TB Program. After case is closed or submitted to TB Program, scan to PDF/A or Tiff format, perform QC check, and shred hard copy files. Retain electronically in password-protected network file. <i>No manual guidance C.R.S. 25-4-500.3 thr 25-4-513</i>
4	COLORADO TUBERCULOSIS SURVEILLANCE REPORTS	Permanent for historical value	<i>No manual guidance</i>

I request approval of the above records disposition. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records.

State Archivist's Signature George F. Orlowski <small>Digitally signed by George F. Orlowski DN: cn=George F. Orlowski, o=Colorado State Archives, ou=DPA/Statewide Programs, email=george.orkowski@state.co.us, c=US Date: 2015.11.16 15:52:32 -0700</small>	Date 11/16/2016	Records Liaison Officer's Signature 	Date Digitally signed by Monica Wilkerson Date: 2015.10.16 15:55:56 -06'00'
Attorney General's Signature 	Date 11/19/15	State Auditor's Signature 	Date 2/3/2016