

Retention and Classification Report

Agency: Department of Health. Bureau of Chronic Disease Control (175)

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Records Officer: _____

07550	*Authorization for compensable services
83681	*Blood pressure/cholesterol screening information form
06600	*Chest X-rays
07564	*Claim for payment
06636	*Diabetes control program enrollment form
04962	*Diabetes patient consent and follow-up files
85025	*Diabetes prevalence survey and working papers
85026	*Diabetes prevalence survey report
14148	*Early start cholesterol screening program forms
14150	*Early start for a healthy heart surveys
07553	*Grant application files
06632	*Interstate reciprocal notification of disease
07544	*Listing of Utah reported cases taken from tuberculosis regis
06641	*Local health department visit report form
07547	*Morbidity reports from the Roy, Utah Sanitarium
07561	*Open prescription for anti-tuberculosis drugs
14151	*Personal health surveys
06602	*Public health service contracts
06639	*Purchase requisitions
06640	*Rheumatic fever case validation report
07562	*Rural diabetes intervention project patient charts
06598	*The Utah Sanitarium, Roy morbidity reports
06638	*Travel reimbursement request

AGENCY: Department of Health. Bureau of Chronic Disease Control

SERIES: 7550

3

TITLE: Authorization for compensable services

DATES: c. 1977-2009.

ARRANGEMENT: Numerical by authorization number

DESCRIPTION:

This is authorization from the state to perform chest X-rays for patients under the Refugee Health/Pulmonary Program. It includes the name of the patient, the county of residence of the patient, the provider's name and address, the name and policy number of the patient's insurance, the service the provider is authorized to give, the date of service, a description of the service provided, the amount of fees charged for the service, and the signature of the official authorizing payment.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 10/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s). According to Federal Register Vol. 51, No. 87, page 16724-16726, the record keeping requirements for grants for refugee health programs is set by 45 CFR 74. That section sets a three year retention for fiscal records.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Bureau of Chronic Disease Control

SERIES: 83681

3

TITLE: Blood pressure/cholesterol screening information form

DATES: c. 1985-2009.

ARRANGEMENT: numerical by batch number

DESCRIPTION:

This is a record of patient data and risk factors used as a screening tool to provide the patient with diagnostic information for further follow up and tracking. This record includes name, age, phone number, address, ethnic origin, education level, sex, height, weight, birth date of the person, medical questions, counseling provided, blood pressure reading, blood cholesterol reading, consent to have blood pressure taken, consent to have blood drawn for blood cholesterol reading and signature of the consenter.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s).
Utah Code 78-14-4.1 states that no malpractice action against a health care provider may be brought unless it is commenced within two years after the plaintiff or patient discovers the injury, but not to exceed four years after the date of the alleged act.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Bureau of Chronic Disease Control

SERIES: 6600

4

TITLE: Chest X-rays

DATES: i 1980-2009.

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

These are chest x-rays which are used to diagnose tuberculosis. Included with these records are the patient's name, address, and the date x-ray was taken.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

X-rays: Retain in Office for 10 years and then destroy.

APPRAISAL:

A ten year retention is recommended by both the American Hospital Association's Committee on Medical Records and the American College of Radiology.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Bureau of Chronic Disease Control

SERIES: 7564

3

TITLE: Claim for payment

DATES: c. 1981-2009.

ARRANGEMENT: Chronological

DESCRIPTION:

These are claims for reimbursement submitted by outside consultants to the various bureau programs. The varying title represents an obsolete version of the form. The claim forms include the claimant's name and address, the date that the claim arose, a description of the expense being claimed, the amount of the claim, the signatures of the approving official and the claimant, and the account to which the charge was applied. The obsolete form gives a breakdown of the expenses for services, transportation, and subsistence. It also specifies if the work was for heart clinic, maternal & child health conference, TB clinic, or medicare.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 10/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

Part of these expenses were paid by federal funds and are subject to federal audit. As a result, the retention should be for the audit period (OMB Circular No. A-102, dated January 1981). An office retention is recommended due to the small volume of the records.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health. Bureau of Chronic Disease Control

SERIES: 6636

4

TITLE: Diabetes control program enrollment form

DATES: i 1981-1986.

ARRANGEMENT: Alphabetical by county

DESCRIPTION:

This is the diabetes control program enrollment form which includes a consent for the release of medical information. Included in these records are age, current and past addresses, birth date, medical information, name, occupation, religious preference, sex, signature, telephone number, the date diabetes was discovered, who else in the family has diabetes, the type of care taken for the diabetes, the name of the family physician, the names of other physicians, a record of hospital stays for the last five years, and the areas where the client would like additional help.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

AGENCY: Department of Health. Bureau of Chronic Disease Control

SERIES: 4962

3

TITLE: Diabetes patient consent and follow-up files

DATES: 1988-2009.

ARRANGEMENT: Alphabetical by county, thereunder numerical by clinic number

DESCRIPTION:

These records are used by the Diabetes Control Program to register those individuals with diabetes into the program and to provide additional follow-up information on the progress of that individual. UCA 26-5-3, 1998, states that the department shall develop and maintain a system for detecting and monitoring chronic diseases within the state. These files contain the consent forms filled out by the clients for the release of medical information. Also included in the record series are the follow-up forms, which list any information about the client after the diabetes was discovered.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

APPRAISAL:

These records have administrative value(s).

Chronic Disease Control has requested a 10 year retention to conduct periodic follow-ups on the progress of those individuals enrolled in the program who were diagnosed with diabetes.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Bureau of Chronic Disease Control

SERIES: 85025

3

TITLE: Diabetes prevalence survey and working papers

DATES: c. 1987-2009.

ARRANGEMENT: Chronological.

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

This survey was used to determine if the Diabetic population of Utah is using the Health Care provided to them. This survey includes questions on how you take care of their diabetes, professional help with diabetes care, health insurance coverage, information on them and their families; age, height, weight, sex, marital status, education level, employment status, and active work status. Also includes working papers and summaries of statistical data.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1989

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

Computer data files: Retain in Office until administrative use ends and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2017.

AGENCY: Department of Health. Bureau of Chronic Disease Control

SERIES: 85026

3

TITLE: Diabetes prevalence survey report

DATES: c. 1987-2009.

ARRANGEMENT: Chronological

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health. Bureau of Chronic Disease Control

SERIES: 14148

3

TITLE: Early start cholesterol screening program forms

DATES: c. 1992-2009.

ARRANGEMENT: Alphabetical by health district, then by school name, thereunder chronological by screening date

DESCRIPTION:

These forms are used as part of a research project to collect data on cholesterol levels of third grade children in Utah. The project, which was titled Early Start for a Healthy Heart, indicated the levels of cholesterol in these children compared to other children in the nation. Information includes child's name, address, phone number, height, weight, birth date, age gender, ethnic origin, medical history, cholesterol level, and consenting signature.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1997

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Bureau of Chronic Disease Control

SERIES: 14150

1

TITLE: Early start for a healthy heart surveys

DATES: c. 1992-2009.

ARRANGEMENT: Alphabetical by school name, thereunder chronological
DESCRIPTION:

These survey forms were sent home to parents of children in the public school system, to determine the knowledge, attitude, risk factors, and behaviors of these families concerning health issues. The information obtained from these forms is used by the Health Department to create and plan better community education programs, and to establish baseline data on these factors so the Department can evaluate the effectiveness of the programs. Information includes number of individuals in family, food consumption, life style, and exercise activities.

RETENTION:

Retain for 25 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office until compiled in computer and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 25 years or until administrative needs end and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Health. Bureau of Chronic Disease Control

SERIES: 14150

TITLE: Early start for a healthy heart surveys

(continued)

PRIMARY DESIGNATION:

Public UCA 63G-2-301 (2008)

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (2008)

AGENCY: Department of Health. Bureau of Chronic Disease Control

SERIES: 7553

3

TITLE: Grant application files

DATES: c. 1982-2009.

ARRANGEMENT: Chronological

DESCRIPTION:

These are copies of Notices of Intent, Pre-application, and Application for Federal Assistance grants for health programs for refugees. They include the applicant's identification number, the date of application, the applicant's address, the name of the contact person, the title of the applicant's project, the area of project impact, the estimated number of persons benefiting, the type of applicant, the type of assistance, the type of application, the congressional districts affected, the name and address of the federal agency, the federal application identification number, the federal grant identification number, the signatures of the approving officials, the amount of funding requested and a breakdown of the funds by budget categories, the amount of non-federal funding involved, the estimates of federal funding needed, and a listing of the names, positions, salary, and percentage of time involved for key personnel assigned to the grant project.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 10/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after denial or withdrawal of application or until submission of annual/final expenditure report and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

Destroy three years from the date the grant application is denied or withdrawn or from the date of submission of the annual or final expenditure report. Retention is set by 42 CFR 51e and 45 CFR 74.

AGENCY: Department of Health. Bureau of Chronic Disease Control

SERIES: 7553

TITLE: Grant application files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health. Bureau of Chronic Disease Control

SERIES: 6632

4

TITLE: Interstate reciprocal notification of disease

DATES: i 1982-2009.

ARRANGEMENT: Chronological

DESCRIPTION:

These records are copies of notifications sent to states when a person with tuberculosis moves from Utah into another state or when a resident of Utah has become infected in that state This is used to enable the state to follow up on the information. Although there are currently no notifications from other states to Utah, the possibility exists that some may be received.

Included in these records are the name and address of the state health officer being notified; whether the notification involves a case of, a carrier of, or a person exposed to a disease and the specific disease; the name, age, sex, race, ethnicity, place of usual residence, present address, and new address or destination of the patient; where the patient was infected; whether patient will be isolated, will be going to a new destination, or has died; whether the case was reported to the Center for Disease Control; remarks; and the name of the reporting officer, reporting health department, and the date of the report.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year or until follow-up action is taken and then destroy.

Paper: Retain in Office until follow-up action is taken and then destroy.

APPRAISAL:

After this record is sent to another state, the bureau does not follow up, so, a short retention period is requested. If an incoming notice is received, the original notification does not need to be kept after action is taken on it.

AGENCY: Department of Health. Bureau of Chronic Disease Control

SERIES: 6632

TITLE: Interstate reciprocal notification of disease

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Bureau of Chronic Disease Control

SERIES: 7544

3

TITLE: Listing of Utah reported cases taken from tuberculosis register cards

DATES: c. 1970-2009.

ARRANGEMENT: Chronological

DESCRIPTION:

This is a listing of all tuberculosis cases reported during the year used as a reference tool by the staff. It includes the year of the list, the date the case reported, the name of the patient, the county where the patient resides, the patient's age, the patient's sex, the patient's race, the type of TB and location, the laboratory test results, who reported the case, the name of the hospital, and the patient's ethnic background.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 10/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

As a reference tool this record has limited value, but as the information is duplicated in several places, a longer retention is not warranted.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Bureau of Chronic Disease Control

SERIES: 6641

4

TITLE: Local health department visit report form

DATES: c 1984-2009.

ARRANGEMENT: Chronological

DESCRIPTION:

This is a record of the visits made by the staff to the local health departments. These visits are conducted to advise the local health departments of new programs, to assist them in solving problems, and to oversee the operations of the local health departments. Included in this record are the names of visiting staff members, the program in which they work, the date of the visit, whether the visit was initiated by the state or by the local health department, the names of all persons present, the purpose of the visit, and a summary of the discussion and the results.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

This report is forwarded to the division director and a duplicate copy is kept in the bureau. This copy is used for management purposes only and has an administrative value of two years.

AGENCY: Department of Health. Bureau of Chronic Disease Control

SERIES: 7547

3

TITLE: Morbidity reports from the Roy, Utah Sanitarium

DATES: 1945-1972.

ARRANGEMENT: Alphabetical by patient name

DESCRIPTION:

These are reports of tuberculosis cases reported by the sanitarium that once existed in Roy, Utah. These records were their copies of the notification of TB cases. The reports include the patient's name, address, date of birth, sex, race, and marital status; the name of the patient's physician; the type of disease; and the results of laboratory tests and X-rays.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 10/1986

FORMAT MANAGEMENT:

Paper: Retain in Office until no longer needed and then destroy.

APPRAISAL:

These records have administrative value(s).

As the purpose of the record was to notify the state of TB cases, this record has already outlived its usefulness. Further retention is not warranted.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Bureau of Chronic Disease Control

SERIES: 7561

3

TITLE: Open prescription for anti-tuberculosis drugs

DATES: c. 1983-2009.

ARRANGEMENT: Alphabetical by county name

DESCRIPTION:

This is an authorization from the state Health Department to local health departments to provide anti-tuberculin drugs to patients. It includes the patient's name, address, telephone number, age, and weight; whether the prescription is new or a renewal; whether a case or a reactor is involved; the medication to be given, the dosage, and the length of the prescription; the date the drugs mailed to the local health department; the signature and address of the authorizing physician.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 10/1986

FORMAT MANAGEMENT:

Paper: Retain in Office until the patient no longer requires medication and then file with the related case chart.

Paper: Retain in Office until the patient no longer requires medication and then transfer to closed prescription file.

Computer data files: Retain in Office until outlives administrative value and then erase.

APPRAISAL:

These records have administrative value(s).

This record is used to ensure that TB patients in the state receive adequate treatment and should be kept open as long as the patient is ill. The information on the word processor is only used for the day-to-day activities. The paper record has more complete information and should be the format preserved longer.

AGENCY: Department of Health. Bureau of Chronic Disease Control

SERIES: 7561

TITLE: Open prescription for anti-tuberculosis drugs

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Bureau of Chronic Disease Control

SERIES: 14151

3

TITLE: Personal health surveys

DATES: c. 1993-2009.

ARRANGEMENT: Alphabetical by school name, thereunder numerical by survey number

DESCRIPTION:

These surveys are used by the division to identify health concerns of high school students. The survey indicates health behavior disease risk factors, and the attitudes of these students so the Health Department can create and plan better health education programs and evaluate the effectiveness of current programs. Information includes general information, such as, age, height, race, gender, family health histories, and individuals previous health care. Also includes student life style information, such as, smoking, drinking, eating habits, and religion.

RETENTION:

Permanent. Retain for 25 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1997

FORMAT MANAGEMENT:

Paper: Retain in Office until compiled in computer and then transfer to Agency Record Center. Retain in Agency Record Center for 3 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 25 years or until administrative needs end and then transfer to State Archives with authority to weed.

AGENCY: Department of Health. Bureau of Chronic Disease Control

SERIES: 14151

TITLE: Personal health surveys

(continued)

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health. Bureau of Chronic Disease Control

SERIES: 6602

4

TITLE: Public health service contracts

DATES: i 1982-2009.

ARRANGEMENT: None

DESCRIPTION:

These are contracts between the State Health Department and local health departments to improve and extend public health services in local areas. This is part of a federal grant from the Department of Health and Human Services. Included in these records are the name of the local health department, amount and terms of the contract, contract number; and signatures of the director of the local health department, the director of Community Health Services, the Department of Health Financial Manager, the Department of Health Director, and the Attorney General.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

AUTHORIZED: 07-30-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 years after submission of annual or final expenditure report and then destroy.

APPRAISAL:

These records have legal value(s).

45 CFR 74.53 requires these records to be retained at least three years. The six year retention is based on the Utah State General Records Retention Schedule.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health. Bureau of Chronic Disease Control

SERIES: 6639

1

TITLE: Purchase requisitions

DATES: c 1982-2009.

ARRANGEMENT: Numerical by requisition number

DESCRIPTION:

Requisitions for supplies and equipment for current inventory.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after final disposition of property and then destroy.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

Some of the purchases made by these purchase requisitions were from federal funds. The retention period is set by OMB Circular No. A-102, dated January 1981. For administrative ease, those purchase requisitions not involving federal funding are given the same retention. Office retention is recommended due to the small quantity of records involved.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health. Bureau of Chronic Disease Control

SERIES: 6640

4

TITLE: Rheumatic fever case validation report

DATES: i 1963-1980.

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

These are the records of a defunct state program to monitor and to provide medication to children with rheumatic fever. This program was discontinued in 1980.

Included in this record series are patient name, address, date of birth, age, sex, race; name of parent or guardian; date of initial attack; major diagnostic criteria such as carditis, polyarthritis, etc ; minor diagnostic criteria such as fever, arthralgia, etc ; diagnosis; date of treatment and/or medication; name and address of family physician; type of prophylaxis; whether streptococcal infection was present; date application was received and reissued; and a record of prescriptions given the patient.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 12 years and then destroy.

APPRAISAL:

The program has ended and these files are inactive. Occasionally a physician will contact the bureau for medical histories of a patient. Therefore, this record should be retained until all the patients have reached the age of majority. Because the last patient was seen in 1980; the last record will be retained until 1998.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Bureau of Chronic Disease Control

SERIES: 7562

3

TITLE: Rural diabetes intervention project patient charts

DATES: 1982-1986.

ARRANGEMENT: Numerical by patient identification number

DESCRIPTION:

These are patient charts developed during a federal grant project to demonstrate that premature diabetes related mortality in rural areas can be reduced through an intervention program. These charts were used to document the treatment given diabetes patients in the project area. They include the patient's name, identification number, sex, date of birth, blood pressure, height, weight, the date of onset of diabetes, the name of the patient's physician, the types and dates of medication, the type of diet, the dates of health care visits and the results of the visits, the type of intervention taken (educational, hospitalization, etc.) and the dates of intervention, and the health care provider's comments.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 10/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

Computer data files: Retain in Office until outlives administrative value and then erase.

APPRAISAL:

These records have administrative value(s).

The retention for records of this nature are six years. This requirement is found in 42 CFR 481.10 (c).

AGENCY: Department of Health. Bureau of Chronic Disease Control

SERIES: 7562

TITLE: Rural diabetes intervention project patient charts

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Bureau of Chronic Disease Control

SERIES: 6598

3

TITLE: The Utah Sanitarium, Roy morbidity reports

DATES: 1945-1972.

ARRANGEMENT: Alphabetical by patient name

DESCRIPTION:

These are reports of tuberculosis cases reported by the sanitarium that once existed in Roy, Utah. These records were their copies of the notification of TB cases.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then destroy.

APPRAISAL:

These records have administrative value(s).

As the purpose of the record was to notify the state of TB cases, this record had already outlived its usefulness. Further retention is not warranted.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Bureau of Chronic Disease Control

SERIES: 6638

1

TITLE: Travel reimbursement request

DATES: i 1984-2009.

ARRANGEMENT: Chronological

DESCRIPTION:

Correspondence, forms, and related records pertaining to agency travel and transportation functions.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Some of these reimbursements are paid from federal funds and are subject to federal audit; a three year retention is required per (OMB Circular A-102, January 1981). Office retention is recommended due to the small volume of the record.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Home address, social security number, and telephone number