

Retention and Classification Report

Agency: Dept. of Health. Office of Strategic Planning and Evaluation (639)

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Records Officer: _____

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AGENCY: Department of Health. Office of Strategic Planning and Evaluation

SERIES: 16750

3

TITLE: Accounts receivable invoices

DATES: 1985-1993.

ARRANGEMENT: None

DESCRIPTION:

These are invoices sent by the bureau to outside organizations for services performed by the bureau. The information includes the name and address of the person or group for whom the work was performed, a description of the charges, the total amount charged, the accounting code, the organization code, the task code, the option code, the activity code, and the invoice number.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year 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).
Based on 42 CFR 123.208, 45 CFR 74.20 to 74.22, and General Retention Schedule 6 item 6.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health. Office of Strategic Planning and Evaluation

SERIES: 16757

3

TITLE: Administrative files

DATES: 1984-1993.

ARRANGEMENT: Alphabetical by topic

DESCRIPTION:

These are records accumulated by the bureau that relate to the function, internal administration, or housekeeping activities of the office. They include copies of speeches delivered by the bureau director, informational briefs, review of annual reports, workshop handouts and notes, home health agency regulations, uncompensated services assurance reports, and correspondence and memoranda relating to insurance code revision, health policy implementation, disaster communications, medicaid, health facilities standards, home health agencies, long-term care, local health, and energy projects.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 90 days or until no longer needed and then destroy.

Paper: Retain in Office for 2 years or until no longer needed and then destroy.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

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

As an administrative file, this file contains a wide variety of information. Records not duplicated elsewhere that document how the office is organized and how it functions, its pattern of action, its policies, procedures, and achievements are of long-term value. The rest can be disposed of after a short time. Records under "1" include letters that do not add any information to that contained in the transmitted material, quasi-official notices such as memoranda and other papers that do not serve as the basis of official actions, such as notices of holidays or

AGENCY: Department of Health. Office of Strategic Planning and Evaluation

SERIES: 16757

TITLE: Administrative files

(continued)

charity and welfare fund appeals and similar papers. Records under "2" relate to the office organization, staffing, procedures, and communications; the day-to-day administration of office personnel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. Also, records that are duplicates of information filed elsewhere.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health. Office of Strategic Planning and Evaluation

SERIES: 8177

TITLE: Audit work papers

DATES: 1980-1993.

ARRANGEMENT: None

DESCRIPTION:

These are documents and papers created and gathered in the process of doing a performance audit and feasibility studies. Used to prepare the audit report. They included records of interviews with health department employees, other state employees, employees of other state governments, and outside professionals; surveys and samples taken to study the functions, duties, unit size, and organization of similar departments and agencies for comparison purposes; charts and graphs; budget and financial information; organizational charts; copies if relevant federal and state regulations and other related research material. Information includes the names of the interviewees, the dates of the interviews, and the conclusions of the audit.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s). The retention has been established based on the administrative need of the bureau. Past experience has shown that departmental management refers back to the material up to 10 years after the report has been completed.

AGENCY: Department of Health. Office of Strategic Planning and Evaluation

SERIES: 8177

TITLE: Audit work papers

(continued)

PRIMARY DESIGNATION:

Protected

SECONDARY DESIGNATION(S):

Private

AGENCY: Department of Health. Office of Strategic Planning and Evaluation

SERIES: 10519

3

TITLE: Bureau monthly activities report

DATES: 1985-1993.

ARRANGEMENT: Chronological

DESCRIPTION:

Records which document an agency's history. Includes scrapbooks, photographs, articles, program notes and information about events and programs sponsored or funded by an agency. May also include narrative audio and audiovisual agency histories.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 11-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health. Office of Strategic Planning and Evaluation

SERIES: 10529

3

TITLE: Central stores orders

DATES: 1991-1993.

ARRANGEMENT: Chronological

DESCRIPTION:

A requisition for office supplies.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health. Office of Strategic Planning and Evaluation

SERIES: 16754

3

TITLE: Certificate of need files

DATES: 1973-1993.

ARRANGEMENT: Alphabetical by facility name

DESCRIPTION:

This is a program required by Section 1523(a)(4)(B) of the Public Health Service Act by which the state health planning agency determines whether health care facilities should obligate funds for capital expenditures, offer new institutional health services, or acquire major medical equipment. The information in these files includes application for certificate of need, correspondence log, building plans, finding of fact and decision, brief of applicant, report of informal conference, findings and recommendations, attorney's brief, notice of hearing, and bureau staff report. Information includes the name and address of the facility, the proposed project description, the projected costs, the prospective benefits to the public, and an economic analysis of the project.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

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 fiscal value(s). 42 CFR 123 subpart E sets forth the requirement of the certificate of need reviews. However, this section does not specify a retention period. 42 CFR 123.209 discusses retentions for grants to state health planning and development agencies. This activity would fall under this grant; therefore, the records keeping requirements of 45 CFR 74 subpart D should apply. Previous decision: 8/12/85: 5 years/public.

AGENCY: Department of Health. Office of Strategic Planning and Evaluation

SERIES: 10524

3

TITLE: Computer systems feasibility and impact studies

DATES: 1987-1993.

ARRANGEMENT: Chronological

DESCRIPTION:

Studies and system analyses conducted before program change, the purchase, installation, or replacement of any technology or equipment. May include studies and systems analyses for the initial establishment, major changes for program, equipment, or technology changes.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health. Office of Strategic Planning and Evaluation

SERIES: 16737

3

TITLE: Contracts files

DATES: 1977-1993.

ARRANGEMENT: None

DESCRIPTION:

These are copies of contracts and related materials generated by the bureau. Most of the contracts are with communications systems to use their radio frequencies in time of emergency and with outside consultants and other government agencies to conduct studies that the bureau cannot handle due to staff shortages. The information found in these files includes references and qualifications of the contractor, the plans and costs of the related project, resumes of contractor's staff members, the services to be performed, the purpose of the services, the amount of the contract, the method and frequency of payment, the contract number, the date of the contract, and the signatures of the responsible parties.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

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, fiscal, and/or legal value(s). According to 42 CFR 123.209, the record keeping requirements of part 74 apply to these records. This requires the state to keep fiscal documents three years from the submission of the annual or final expenditure report. As these reports are submitted on a fiscal years basis, a four year retention is suggested for administrative convenience. While not all contracts may have federal funding, separating them from those that do would be more trouble than it is worth.

AGENCY: Department of Health. Office of Strategic Planning and Evaluation

SERIES: 16737

TITLE: Contracts files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health. Office of Strategic Planning and Evaluation

SERIES: 16752

3

TITLE: Correspondence file

DATES: 1984-1993.

ARRANGEMENT: Chronological

DESCRIPTION:

This is a copy of all correspondence generated by the bureau. The information in the file includes correspondence to the federal government, to other state agencies, to health care facilities, and to the general public. The subject matter includes explanation of the certificate of need program, correspondence relating to the preparation of the annual report, and requests for information.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 90 days or until no longer needed and then destroy.

Paper: Retain in Office for 2 years or until no longer needed and then destroy.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records are of long-term value because they document the activities of the bureau as a whole and show its policies, achievements, and activities. Records under "1" do not add any information to that contained in the transmitted material.

Quasi-official notices such as memoranda and other papers that do not serve as the basis of official actions, such as notices of holidays or charity and welfare fund appeals and similar papers.

Records under "2" relate to the office organization, staffing, procedures, and communications; the day-to-day administration of office personnel; supplies and office services and equipment requests and receipts; and the use of office space and utilities.

Also, records that are duplicates of information filed elsewhere.

AGENCY: Department of Health. Office of Strategic Planning and Evaluation

SERIES: 16752

TITLE: Correspondence file

(continued)

Records under "3" are not duplicated elsewhere and document how the office is organized and how it functions, its pattern of action, its policies, procedures, and achievements.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health. Office of Strategic Planning and Evaluation

SERIES: 16744

3

TITLE: Daily time record

DATES: 1983-1993.

ARRANGEMENT: Alphabetical by employee name

DESCRIPTION:

This is a record of the hours worked by the employee during the pay period. Includes daily time record and daily activity record. Information includes the employee's name, job title and grade, and hours worked; the pay period involved; and the amount of time spent on the various tasks in the office.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after submission of final/annual expenditure report and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
About 75% of the funding of this office comes from federal funds.
These records may be subject to federal audit, according to 42 CFR 123.208 and 45 CFR 74.20 to 74.22.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health. Office of Strategic Planning and Evaluation

SERIES: 16755

3

TITLE: Departmental policy memoranda

DATES: 1980-1993.

ARRANGEMENT: Chronological

DESCRIPTION:

These are memoranda received by the bureau from other Health Department division and from other state agencies explaining policy and procedures in matters that involve the interaction between the bureau and the originating organization. They include policies on personnel matters, on surplus property, and on general services.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until the policy or procedure is no longer in force and then destroy.

APPRAISAL:

These records have administrative value(s).

This record is used as a reference for the personnel in conducting the day-to-day activities of the bureau. The record copy of it is kept by the originators. Once the policy or procedure is no longer in effect, this copy may be destroyed.

AGENCY: Department of Health. Office of Strategic Planning and Evaluation

SERIES: 16751

3

TITLE: Disaster planning files

DATES: 1980-1993.

ARRANGEMENT: none

DESCRIPTION:

These are files used to prepare statewide plans for actions to take in emergencies. This responsibility has been transferred from this bureau to the Bureau of Emergency Medical Services as of 1987. The information in these files includes National Disaster Medical System (NDMS), Disaster Medical Assistance Team Organization Guide, minutes of disaster planning meetings, drafts fo NDMS Operations Plans, vulnerability analysis worksheets, hazardous materials training program materials, and correspondence and memoranda.

RETENTION:

Permanent. Retain for 2 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or historical value(s). This information documents the steps that the state would take in the event of a major emergency. As such, it has long-term value. As these plans are updated regularly, they have an administrative value of two years. Further processing by the Archives staff may be warranted to weed out less important materials.

AGENCY: Department of Health. Office of Strategic Planning and Evaluation

SERIES: 16756

3

TITLE: Electronic data processing billing file

DATES: 1985-1993.

ARRANGEMENT: None

DESCRIPTION:

This is a record of billings from the Bureau of Electronic Data Processing to the Bureau of Planning and Policy Analysis for the costs incurred in data processing. The record includes EDP billing invoices, request for data processing services, and repair statements. Other information includes the name of the bureau, the reason for the billing, and the amount of the billing.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after submission of final or annual expenditure report and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
About 75% of the funding of the office comes from federal funds.
These records may be subject to federal audit, according to 42 CFR 123.208 and 45 CFR 74.20 to 74.22. In office retention is recommended due to the small quantity of records.

AGENCY: Department of Health. Office of Strategic Planning and Evaluation

SERIES: 16753

3

TITLE: Evacuation plans file

DATES: 1986-1993.

ARRANGEMENT: None

DESCRIPTION:

These are plans for the drawn up by the bureau for the safe evacuation of the new health building in case of an emergency. This responsibility has since been switched to another office in the department.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).
When the responsibility for formulating emergency plans was transferred, duplicate copies of this record was also transferred. There is no need for this bureau to retain these records.

AGENCY: Department of Health. Office of Strategic Planning and Evaluation

SERIES: 16738

3

TITLE: Federal communications commission license file

DATES: 1980-1993.

ARRANGEMENT: None

DESCRIPTION:

This file contains a FCC radio station license. The bureau has mobile radio transmitting capabilities to provide essential communications incident to or in connection with disasters or other incidents which involve the loss of communications facilities normally available or which require the temporary establishment of communications facilities beyond those normally available. This type of license is covered by 47 CFR 90.35(a)(7) and 47 CFR part 99. The includes the name and address of the bureau, the number and type of transmitters, the broadcast frequency, the power output, the class of station, the effective and expiration dates of the license, the radio call sign, and the location of the transmitter.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until the license is renewed and then destroy.

APPRAISAL:

These records have administrative value(s).

This license is for a five year period. Once a license has been renewed, there is no need to retain the expired license.

AGENCY: Department of Health. Office of Strategic Planning and Evaluation

SERIES: 16758

3

TITLE: Flood task force files

DATES: 1983-1993.

ARRANGEMENT: Chronological

DESCRIPTION:

This is a record of the task force organized to monitor potential flood situations and to devise plans to prevent problems with flooding. The files include report on problems to drinking water supplies due to runoff, flooding, or mudslides, floor amelioration activities update, developmental papers for flood control plans, meeting notices, and related correspondence and memoranda. Other information includes the names of water systems, potential water contamination problems that can occur, action plans to solve those problems, and a listing of health care facilities vulnerable to flooding.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
The recent flooding problems experienced by the state have become an important governmental issue. A record of the actions by the government to solve the problem is of obvious long-term value. While these records may be retained elsewhere, it is not certain that they are being preserved. As a result, a permanent retention is now recommended.

AGENCY: Department of Health. Office of Strategic Planning and Evaluation

SERIES: 16758

TITLE: Flood task force files

(continued)

AGENCY: Department of Health. Office of Strategic Planning and Evaluation

SERIES: 16747

3

TITLE: Governor's task force on catastrophic medical expenses files

DATES: 1985-1993.

ARRANGEMENT: Chronological

DESCRIPTION:

These are the files of the above task force created to find solutions to the problem of individuals faced with major medical expenses. They include meeting notices, agendas, minutes of meetings, a final report entitled The Governor's Task Force on Barriers to Health Care, and a task force roster.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year or until no longer needed and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). The final report, the roster of members, and the minutes of the meetings of this task force are of long-term value due to the research potential of the subject matter.

AGENCY: Department of Health. Office of Strategic Planning and Evaluation

SERIES: 16740

3

TITLE: Grant files

DATES: 1985-1993.

ARRANGEMENT: Numerical by grant number

DESCRIPTION:

These are the applications and related material for grants from the federal government under 42 CFR part 123 Subpart C. These funds are to be used to meet the costs of operations of the bureau. These include the administration of the medical facilities plan, the monitoring of medical facilities which receive federal assistance, and to carry out other related duties. About 75% of the bureau budget comes from federal funds. Includes correspondence and memoranda, notice of public hearing, affidavit of publication, budget and review information, progress reports, program narrative, and the grant application.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s). According to 42 CFR 123.209, the record keeping requirements of 45 CFR 74 apply to these records. This requires the state to keep fiscal documents three years from the submission of the annual or final expenditure report. As these reports are submitted on a fiscal year basis, a four year retention is suggested for administrative convenience. Office retention is recommended due to the small quantity of records involved.

AGENCY: Department of Health. Office of Strategic Planning and Evaluation

SERIES: 16760

3

TITLE: Great peace march files

DATES: 1985-1993.

ARRANGEMENT: None

DESCRIPTION:

This is the file generated by the bureau during the period of time when the peace march traveled through the state. The bureau was responsible for issuing permits and monitoring compliance with the state's health and safety regulations. The file includes a list of proposed wastewater facilities along the route, minutes of the meetings held by the local health departments along the march route, logistical data summary, correspondence, and newspaper clippings.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 months and then destroy.

APPRAISAL:

These records have administrative value(s).

The information in the file has no long-term research significance. All of the information in there is either of no long-term value or is duplicated elsewhere. Therefore, the only need for the file is administrative.

AGENCY: Department of Health. Office of Strategic Planning and Evaluation

SERIES: 16761

3

TITLE: Health clerical committee files

DATES: 1984-1993.

ARRANGEMENT: None

DESCRIPTION:

This is the record of the committee established to evaluate clerical job descriptions and duties which was used to establish the current class specifications. It includes position description form, minutes from the clerical committee meetings, position evaluations, roster of committee members, proposals made to the Division of Personnel Management, and comments on the proposed changes.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

APPRAISAL:

These records have administrative value(s).

The records are the originals generated by the committee. The retention set is similar to that of the classifications studies in the Division of Personnel Management as they service similar functions.

AGENCY: Department of Health. Office of Strategic Planning and Evaluation

SERIES: 16733

3

TITLE: Health committee files

DATES: 1982-1993.

ARRANGEMENT: None

DESCRIPTION:

These are copies of the minutes of the various other health related committees in the state. These records are used by the bureau to coordinate activity and implement changes to the statewide health plan. They include meeting notices, agenda, and minutes of the Health Statistics Advisory Committee, the Health Facilities Committee, the Association of State and Territorial Health Officials, the Long-Term Care Committee, the Task Force on Catastrophic Medicine, the Health Advisory Committee, the Rural Health Advisory Committee, and other outside committees.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

These minutes are all duplicates and the original minutes of those committees working with state government have been scheduled as permanent. Therefore, these copies have only an administrative value.

AGENCY: Department of Health. Office of Strategic Planning and Evaluation

SERIES: 10521

3

TITLE: Health department committee's activities

DATES: 1989-1993.

ARRANGEMENT: Chronological, thereunder alphabetical by agency

DESCRIPTION:

Records created by an official committee or board, including advisory committees, relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees. May include audio and video recording.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health. Office of Strategic Planning and Evaluation

SERIES: 16748

3

TITLE: Health manpower shortage area designation files

DATES: 1979-1993.

ARRANGEMENT: Alphabetical by health service area

DESCRIPTION:

These are records of areas of the state that have been identified as having a shortage of professional health personnel. This information is gathered under the requirements of section 332 of the Public Health Act, and is used to identify those areas where recruitment of health professionals is necessary. These records include the name of the county, service area, population group, or facility; the doctor to patient ratio; the population; and the available health facilities.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

According to Vol. 51, no. 182 of the 1986 Federal Register, this information is updated annually and published by the federal government. As a result, no long-term retention of the files is warranted. Two years will satisfy the administrative needs of the office.

AGENCY: Department of Health. Office of Strategic Planning and Evaluation

SERIES: 10520

3

TITLE: Information technology planning and review committee records

DATES: 1991-1993.

ARRANGEMENT: Chronological

DESCRIPTION:

Records created by an official committee or board, including advisory committees, relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees. May include audio and video recording.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 12-01-2015

FORMAT MANAGEMENT:

Paper copy: Retain in Office 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:

Public

AGENCY: Department of Health. Office of Strategic Planning and Evaluation

SERIES: 16745

3

TITLE: Leave data files

DATES: 1986-1993.

ARRANGEMENT: Alphabetical by employee name

DESCRIPTION:

These include both the annual leave compilation card and the application for leave. They also include employee's name, department, date of current hire, social security number, time of prior service, and signature; the date leave was taken; and the types of leave taken.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

Paper: Retain in Office until the employee signs the card and then file in official personnel file.

APPRAISAL:

These records have administrative value(s).
See General Retention Schedule 2, Item 9.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health. Office of Strategic Planning and Evaluation

SERIES: 10526

3

TITLE: Management improvement reports

DATES: 1982-1993.

ARRANGEMENT: Chronological

DESCRIPTION:

These reports are created by the bureau, special committees, and other Health department employees in response to a directive by executive or senior staff to provide recommendations to improve operational effectiveness.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health. Office of Strategic Planning and Evaluation

SERIES: 16759

3

TITLE: Mineral leasing task force files

DATES: 1985-1993.

ARRANGEMENT: None

DESCRIPTION:

These are copies of the files of the Mineral Leasing Task Force, established to review proposed mineral leases and to determine their impact on the environment. They include correspondence and monthly status reports.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

A copy of these records is in this office because the bureau chief is part of the task force. The committee consists of members from six state departments and two federal agencies. The state record copy is kept by the Division of Oil, Gas and Mining. As a result, this record has only administrative value.

AGENCY: Department of Health. Office of Strategic Planning and Evaluation

SERIES: 16735

3

TITLE: Need hearing transcripts certificate

DATES: 1981-1993.

ARRANGEMENT: None

DESCRIPTION:

These are transcripts of hearings conducted by the bureau as part of the process of reviewing Certificates of Need submitted by a health facility seeking to offer new institutional health services, to obligate funds for capital expenditures, or to acquire major medical equipment. Public hearings are required under 42 CFR 123.410(a)(8). These transcripts include the date and time of the hearing, the place of the hearing, the persons present, the results of the hearing, and the name of the transcriber.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

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 value(s).
According to 42 CFR 123.209, the record keeping requirements of of part 74 apply to these records. This requires the state to keep programmatic and supporting documents three years from the submission of the annual or final expenditure report. As these reports are submitted on a fiscal year basis, a four year retention is suggested for administrative convenience.

AGENCY: Department of Health. Office of Strategic Planning and Evaluation

SERIES: 16741

3

TITLE: Newspaper clippings

DATES: 1985-1993.

ARRANGEMENT: None

DESCRIPTION:

This is a file of newspaper clippings concerning matters relating to emergency evacuations.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

The administrative value of this record is nil. While there may be some research value, researchers can easily get this information from other sources.

AGENCY: Department of Health. Office of Strategic Planning and Evaluation

SERIES: 10527

3

TITLE: Organization charts

DATES: 1989-1993.

ARRANGEMENT: Alphabetical by organization

DESCRIPTION:

Records detailing an organization, which could include charts, functional statements, reorganization studies. Also administrative maps that show regional boundaries and headquarters of decentralized agencies or that show the geographic extent or limits of an agency's programs and projects.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health. Office of Strategic Planning and Evaluation

SERIES: 10528

3

TITLE: Organization function descriptions

DATES: 1989-1993.

ARRANGEMENT: Alphabetical by organization

DESCRIPTION:

Formally prepared descriptions of the responsibility assigned to the senior executive officers of an agency at the division level and above. They may include organizational charts and reorganizational studies. If the functional statements are printed in the Utah State Administrative Code, they are not required to be preserved or retained as a separate series.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health. Office of Strategic Planning and Evaluation

SERIES: 14095

1

TITLE: Organizational records

DATES: 1972-1993.

ARRANGEMENT: none

DESCRIPTION:

Records detailing an organization, which could include charts, functional statements, reorganization studies. Also administrative maps that show regional boundaries and headquarters of decentralized agencies or that show the geographic extent or limits of an agency's programs and projects.

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 1 year and then transfer to State Records Center. Retain in State Records Center until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health. Office of Strategic Planning and Evaluation

SERIES: 16743

3

TITLE: Payroll file

DATES: 1983-1993.

ARRANGEMENT: Chronological

DESCRIPTION:

This is the record of employee reimbursements. Includes pay vouchers for temporary services, payroll information report, and private vehicle usage report. The information includes the employee's name, social security number, job title, grade and step, and signature; the hours worked; the pay period involved; and the amount of reimbursement.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after submission of final/annual report to federal govt. and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
About 75% of the funding of the office comes from federal funds.
These records may be subject to federal audit, according to 42 CFR 123.208 and 45 CFR 74.20 to 74.22.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health. Office of Strategic Planning and Evaluation

SERIES: 10532

3

TITLE: Pending files

DATES: 1991-1993.

ARRANGEMENT: chronological

DESCRIPTION:

Papers arranged in chronological order as a reminder that action is required on a given date or that a reply to action is expected and, if not received, should be traced on a given date. May also be called a "tickler" or "chron file."

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03-09-2021

FORMAT MANAGEMENT:

Paper: Retain in Office until reply is received or action is taken provided transferred for retention in official record.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health. Office of Strategic Planning and Evaluation

SERIES: 16749

3

TITLE: Planning and policy analysis publications and final reports

DATES: 1980-1993.

ARRANGEMENT: None

DESCRIPTION:

These are publications produced by the bureau concerning health policy in the state and the results of various studies conducted by the bureau. They include department annual reports, policy statements, and special interest studies.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until it is updated or becomes obsolete, and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records document the activities of the bureau and, as such, have permanent value.

AGENCY: Department of Health. Office of Strategic Planning and Evaluation

SERIES: 10531

3

TITLE: Policies and procedures manuals

DATES: 1986-1993.

ARRANGEMENT: Alphanumerical by section number

DESCRIPTION:

Policies and procedures that govern the operation and administration of various programs within the organization.

RETENTION:

Permanent. Retain until superseded

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 02-26-2020

FORMAT MANAGEMENT:

Paper: Retain in Office until superseded and then transfer to State Archives with authority to weed.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health. Office of Strategic Planning and Evaluation

SERIES: 10525

3

TITLE: Problem solving team workpapers

DATES: 1988-1993.

ARRANGEMENT: Chronological

DESCRIPTION:

These are records created by a special group of employees working on a problem solving team. The information is used by management to locate problems within the bureaus.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 months and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Personal data elements

AGENCY: Department of Health. Office of Strategic Planning and Evaluation

SERIES: 10530

3

TITLE: Publications

DATES: 1990-1993.

ARRANGEMENT: Chronological

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 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 State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).
Publications document agency history and functions. Publications have ongoing research value.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health. Office of Strategic Planning and Evaluation

SERIES: 16736

3

TITLE: Records transfer sheet/records disposition request and authorization

DATES: 1978-1993.

ARRANGEMENT: None

DESCRIPTION:

The Records Transfer Sheet is used by the agency to transfer records to inactive storage at the State Archives. After transfer, the form is used as a reference tool to enable the agency to retrieve the record. The Records Disposition Request is sent by the State Archives staff to the agency to request their authorization to dispose of the records whose retention has expired. They include the agency name and address, a description of the records, the name and address of the records officer, the classification of the record, and the retention period.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until the related records have been disposed and then destroy.

APPRAISAL:

These records have administrative value(s).

A permanent copy of these records is kept by the Archives. The only need for this record that the agency has is to locate box numbers to retrieve records. Once the record has been disposed of, the form may be destroyed.

AGENCY: Department of Health. Office of Strategic Planning and Evaluation

SERIES: 16742

3

TITLE: Social barriers working papers

DATES: 1985-1993.

ARRANGEMENT: Alphabetical

DESCRIPTION:

These are the working papers used to produce the report entitled "A Statement of Health Policy Social Barriers to the Health Care System for Ethnic Minorities." This report was designed to study what barriers, if any, keep minorities from securing adequate health care. The working papers include ethnic minority physicians survey, correspondence, draft copies, and related reference material.

RETENTION:

Permanent. Retain for 2 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). Although most working papers have a limited span of usefulness, these records involve an area with great sociological interest. As such, a permanent retention is justified.

AGENCY: Department of Health. Office of Strategic Planning and Evaluation

SERIES: 16734

3

TITLE: Staff meeting minutes

DATES: 1983-1993.

ARRANGEMENT: Chronological

DESCRIPTION:

These are the minutes of the staff meetings held by the bureau. The file also contains copies of minutes of departmental meetings. These minutes include the date and place of the meeting, the time of the meeting, the individuals present, the topics discussed, and any decisions reached.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).
This record has only administrative value.

AGENCY: Department of Health. Office of Strategic Planning and Evaluation

SERIES: 16739

3

TITLE: Statewide health coordinating council administrative files

DATES: 1984-1993.

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

This is the record of the council members, their qualifications for this position, and their activities. It includes resumes of the members, copies of letters from the governor thanking outgoing members for their work, routine requests for information, and appointment letters to the members advising them of their appointment and of the duties and responsibilities of the position. Personal information on the members includes age, birthplace, current and past addresses, date of birth, educational level, employer, employment history, grade average or class standing, job position information, membership in groups, military service, name, name of kin, occupation, occupational licenses, political affiliations, references, sex, social security number, telephone number, and publications.

RETENTION:

Permanent. Retain until separation

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until the individual is no longer a council member and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). Information as to the individuals who made up the council and their qualifications are of long-term value and should be retained permanently.

AGENCY: Department of Health. Office of Strategic Planning and Evaluation

SERIES: 16739

TITLE: Statewide health coordinating council administrative files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health. Office of Strategic Planning and Evaluation

SERIES: 16731

3

TITLE: Statewide health coordinating council meetings minutes

DATES: 1984-1993.

ARRANGEMENT: None

DESCRIPTION:

These are the minutes of the above council, established under Section 1524 of the Public Health Service Act. The purpose of the council is to advise the state health planning and development agency; to review the health system plans and annual implementation plans of each health system agency in a health service area; to prepare, review, and revise the state health plan; and to review the budget of each health system agency. These minutes include the date and time of the meeting, the place of the meeting, the members present, the topics discussed, and any decisions reached.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). Considering the impact the decisions of this council has on health care in the state, records of its meetings should be permanent.

AGENCY: Department of Health. Office of Strategic Planning and Evaluation

SERIES: 16732

3

TITLE: Statewide health coordinating council orientation manual

DATES: 1985-1993.

ARRANGEMENT: None

DESCRIPTION:

These are manuals on council procedures used for the guidance of new council members. They include council membership organizational and procedural guidelines, policy analysis/decision making process, the planning aspect of the Department of Health, and a glossary of acronyms used in health planning.

RETENTION:

Permanent. Retain until superseded

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until policies and procedures are obsolete or superseded and then transfer to State Archives with authority to weed.

APPRAISAL:

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

This is the procedures manual for a major policy making body in the state and has long-term value.

AGENCY: Department of Health. Office of Strategic Planning and Evaluation

SERIES: 10534

3

TITLE: Technical reference papers

DATES: 1983-1993.

ARRANGEMENT: Alphabetical by subject

DESCRIPTION:

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Include copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, and vendor price lists.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health. Office of Strategic Planning and Evaluation

SERIES: 10533

3

TITLE: Total quality management background materials

DATES: 1990-1993.

ARRANGEMENT: Alphabetical by source

DESCRIPTION:

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Include copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, and vendor price lists.

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).

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

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health. Office of Strategic Planning and Evaluation

SERIES: 10522

3

TITLE: Transition records

DATES: 1990-1991.

ARRANGEMENT: Alphabetical by program

TOTAL VOLUME: 3.00 cubic feet.

DESCRIPTION:

Records created by employee transition teams prepared to document which programs should be transferred from the Department of Health to the Department of Environmental Quality. Includes recommendations regarding how to split the administrative staff between the two departments to allow continuity.

RETENTION:

Permanent. Retain for 5 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: 04/1995

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

This disposition is based on the historical information about the creation of the Department of Environmental Quality.

AGENCY: Department of Health. Office of Strategic Planning and Evaluation

SERIES: 10522

TITLE: Transition records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health. Office of Strategic Planning and Evaluation

SERIES: 16746

3

TITLE: Travel vouchers

DATES: 1984-1993.

ARRANGEMENT: Alphabetical by employee name

DESCRIPTION:

These are requests for reimbursements filed by employees who traveled on government business. The vouchers also concern travel reimbursement request and request for out of state travel authorization. The information includes the employee's name, job title, address, department, and signature; the dates of travel; the itinerary; and a breakdown of travel costs.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after submission of final/annual expenditure report and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
About 75% of the funding of the office comes from federal funds.
These records may be subject to federal audit, according to 42 CFR 123.208 and 45 CFR 74.20 to 74.22.

PRIMARY DESIGNATION:

Public