

## Retention and Classification Report

**Agency:** Dept. of Health. Bureau of Maternal and Child Health (647)

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**Records Officer:** \_\_\_\_\_

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**AGENCY:** Department of Health. Bureau of Maternal and Infant Health Services

**SERIES:** 80840

3

**TITLE:** Case and visit summary by county report

**DATES:** 1982-1983.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is a statistical breakdown of the number of cases and the number of visits made for neonatal services by county. This is an obsolete report. The information includes the county name, the total number of cases receiving medical services, the cases receiving clinic services including the number of cases and visits, the number of provider services by cases and visits, the number of hospital services by cases and visits, the number of paramedic services by cases and visits, and the number of other services by cases and visits. (Note that two copies are generated, one for mothers and one for infants). This is a report of automated data system, file key: MIHDS.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This record is no longer needed and can be destroyed.

**AGENCY:** Department of Health. Bureau of Maternal and Infant Health Services

**SERIES:** 80837

3

**TITLE:** Cost distribution by district and county report

**DATES:** 1982-1983.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is a financial statistical report that shows the costs of services to children by health district or county. This is an annual report that is no longer produced. The information includes by district and county the total cost of service, and the costs of hospitalization, surgery, medical provider, X-Ray, EEG, EKG, other, physical therapy, laboratory, drugs, and dental. (Note that there are two copies generated, one for mothers and one for infants). This is a report of automated data system, file key: MIHDS.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This record has no further administrative value and may be destroyed.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health. Bureau of Maternal and Infant Health Services

**SERIES:** 80838

3

**TITLE:** Cost distribution by service diagnosis, number of cases, and type of service

**DATES:** 1982-1983.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is a financial statistical report that is no longer generated by the system that shows the costs of the program for the year for the type of service given. The information includes the patient number, the total cost of the service, and the number of cases and the costs for each type of service and diagnosis. (Note that there are two copies generated, one for mothers and one for infants). This is a report of automated data system, file key: MIHDS.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

Computer magnetic storage media: Retain in Office for 3 years and then erase.

**APPRAISAL:**

These records have administrative value(s).  
This report is obsolete and may be destroyed.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health. Bureau of Maternal and Infant Health Services

**SERIES:** 80832

3

**TITLE:** County case and visit by sex and age

**DATES:** 1982-1983.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is an annual computer printout that gives a statistical listing of services given to children by age groups and gender within those age groups for each county in the state. This report is now obsolete. It includes the health district or county name, the number of cases and the number of visits broken down by age groups. (Note that there are two copies generated, one for mothers and one for infants). This is a report of automated data system, file key: MIHDS.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This report has no further value and may be destroyed.

**AGENCY:** Department of Health. Bureau of Maternal and Infant Health Services

**SERIES:** 82226

1

**TITLE:** Family planning grant files

**DATES:** 1977-1993.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the files relating to the grant awarded the state under section 1001 of the Public Health Service Act. It consists of programmatic and financial information. The information includes the grant period, the grant number, the grant amount, the purposes and the objectives of the grant.

**RETENTION:**

Retain for 3 year(s) after completion of publication or report

**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 for 3 years after submission of final or annual expenditure report and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
The retention for the financial records is set by 45 CFR Part 74.

**AGENCY:** Department of Health. Bureau of Maternal and Infant Health Services

**SERIES:** 82222

3

**TITLE:** Local health department needs assessment reports for family planning

**DATES:** 1980-1993.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is a report submitted by the local health departments showing the needs for family planning funds and the performance plan for the upcoming year. It is used in distributing grant money. It includes the local district name, the number of births to teens out of wedlock, the number of abortions, the infant mortality rate, the number of births in families below 150% of poverty, and the increase or decrease of each category from the previous year.

**RETENTION:**

Permanent. Retain for 3 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:** 12/1987

**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).  
This record has research value and should be transferred to the Archives after its administrative value ends.

**AGENCY:** Department of Health. Bureau of Maternal and Infant Health Services

**SERIES:** 22100

3

**TITLE:** Maternal and child health block grant applications and annual reports

**DATES:** 1990-1994.

**ARRANGEMENT:** Chronological by state fiscal year

**DESCRIPTION:**

Annual reports on grants received by State agencies from the Federal Government, which may contain applications, notice of award, program reports, and correspondence.

**RETENTION:**

Permanent. Retain for 5 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Annual or official reports, GRS-3.

**AUTHORIZED:** 01-23-2019

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Department of Health. Bureau of Maternal and Infant Health Services

**SERIES:** 82220

3

**TITLE:** Maternal and infant health authorization forms

**DATES:** 1987-1993.

**ARRANGEMENT:** Alphanumerical by program

**DESCRIPTION:**

This is an authorization by the bureau for the clinics to bill the program. It includes the provider's name and number, the recipient's name and number, the services authorized, the amount authorized, the date of service, the services rendered, and the amount charged.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

The record copy of this form is kept in the patient chart. This copy has only administrative value.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health. Bureau of Maternal and Infant Health Services

**SERIES:** 82225

3

**TITLE:** Minutes

**DATES:** 1978-1986.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the meetings of the committee that was established to facilitate the implementation of services provided by the program. This committee no longer exists.

**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:** 12/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
This record has research value and should be preserved.

**AGENCY:** Department of Health. Bureau of Maternal and Infant Health Services

**SERIES:** 82224

3

**TITLE:** Monthly census report

**DATES:** 1982-1993.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are reports filed monthly by the local health districts on their activities for the month. This is used by the bureau as part of its monitoring activities. It includes the report month; the type of visit (initial, annual, method/medical); the number of pregnancy tests by the number of clients at or below 150% of poverty, by Title XIX, by Title XX, and by age group; the type of provider seen (physician, mid-level practitioner, nurse, or other); the method per visit (pill, IUD, etc.); and the number of counselling/education only cases.

**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:** 12/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
This record has potential research value and should be preserved beyond its administrative value.

**AGENCY:** Department of Health. Bureau of Maternal and Infant Health Services

**SERIES:** 80830

3

**TITLE:** Open cases by primary line number by county report

**DATES:** 1982-1983.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is an annual computer printout that lists by county the number of cases by primary diagnosis. This report is obsolete. It includes the primary diagnosis number, the number of total cases, and the number of cases by county by primary diagnosis. (Note that there are two separate copies generated, one for mothers and one for infants). This is a report of automated data system, file key: MIHDS.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This record has no further administrative or other value and may be destroyed.

**AGENCY:** Department of Health. Bureau of Maternal and Infant Health Services

**SERIES:** 80839

3

**TITLE:** Professional visits report

**DATES:** 1982-1983.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is an annual statistical report that shows what types of professional services were used by clients during the year. This report is no longer produced. The information includes the type of appointment (physician, psychologist, etc.), and for each profession the number of scheduled appointments, telephone appointments, the number of male and female patients, the total number of appointments, the number of appointments kept, cancelled, and broken. (Note that there are two copies generated, one for mothers and one for infants). This is a report of automated data system, file key: MIHDS.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This record is obsolete and has no further value.

**AGENCY:** Department of Health. Bureau of Maternal and Infant Health Services

**SERIES:** 80843

3

**TITLE:** Service summary by patient

**DATES:** 1982-1983.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is a statistical report of the services provided each patient during the year. This report is no longer produced. The information includes patient's name and number, the number of visits for clinic service and if that service was by a physician or paramedic, the number of hospital days, the number of surgery days, the number of provider visits, and the number of visits for X-Ray, EEG, EKG, physical therapy, laboratory work, drugs, dental work, and other. (Note that two copies are generated, one for mothers and one for infants). This is a report of automated data system, file key: MIHDS.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This record has no further administrative value and may be destroyed.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Health. Bureau of Maternal and Infant Health Services

**SERIES:** 80841

3

**TITLE:** Services report distribution of children by race, sex, age, and new and old cases report

**DATES:** 1982-1983.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is a statistical breakdown of clients in the program. This report is no longer generated. The information includes the total number of cases, the total new cases, and the total number of old cases broken down by race and age group. (Note that two copies are generated, one for mothers and one for infants). This is a report of automated data system, file key: MIHDS.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This record has no further administrative value.

**AGENCY:** Department of Health. Bureau of Maternal and Infant Health Services

**SERIES:** 82223

3

**TITLE:** Site visit reports

**DATES:** 1983-1993.

**ARRANGEMENT:** Alphabetical by local health district

**DESCRIPTION:**

These are the records of visits made by bureau staff to local health department clinics for the purpose of monitoring and consultation. They include the local district name, the address, the name of the clinic manager or program coordinator, the provider of clinic services, the evaluator's name, the date of the visit, and a checklist of items reviewed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

The retention was set to ensure that for each visit, the record of the previous visit is available for reference.