

Retention and Classification Report

Agency: Department of Health. Pregnancy Risk Line (800)

3760 South Highland Drive
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Records Officer: _____

80886	Drug information file
80889	Due date report
80878	Follow-up letter file
80888	Intake form report
80890	Log file report
80880	Log of calls
80887	Log of calls file
80882	Patient file
80879	Pregnancy risk line call data report
80881	Pregnancy riskline information system
80884	Provider file
80877	Riskline intake form files
80891	User guide

AGENCY: Department of Health. Pregnancy Risk Line

SERIES: 80886

3

TITLE: Drug information file

DATES: undated

ARRANGEMENT: none

DESCRIPTION:

This is a list of drugs, and the risks involved, that can affect pregnancy. The information includes drug name, code number, and the risk associated with the drug. This is a file of automated data system, file key: PRDS.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Computer magnetic storage media: Retain in Office until updated and then erase.

APPRAISAL:

These records have administrative value(s).
This information is needed on-line by the staff for referral.
Once a change is made, the old information has no value.

AGENCY: Department of Health. Pregnancy Risk Line

SERIES: 80889

3

TITLE: Due date report

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

This is a monthly report that shows the individuals whose estimated delivery date is in a specific month. It is used when the office wishes to make follow-up contacts with callers. It includes the name, address, phone number, patient number, and due date of the caller. This is a report of automated data system, file key: PRDS.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

The record has administrative value only.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Pregnancy Risk Line

SERIES: 80878

3

TITLE: Follow-up letter file

DATES: 1985-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 0.40 cubic feet.

DESCRIPTION:

These are copies of letters sent to women exposed to drugs or other risk agents who called the riskline for information and identified themselves. This letter gives additional information on the risk agent (cocaine, diet pills, etc.) and the health risks that they pose. The information includes name and address of the caller, the type of exposure, and the potential health hazard.

RETENTION:

Retain for 21 year(s)

DISPOSITION:

Destroy.

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 transfer to State Records Center. Retain in State Records Center for 18 years and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s). This retention is the same as that for the intake forms for the same reason. The potential exists that an individual will bring suit against the state claiming that a child's health problem stemmed from incorrect advice.

AGENCY: Department of Health. Pregnancy Risk Line

SERIES: 80878

TITLE: Follow-up letter file

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Pregnancy Risk Line

SERIES: 80888

3

TITLE: Intake form report

DATES: undated

ARRANGEMENT: none

DESCRIPTION:

This is a summary of specific items on the Intake Form. This report can be generated to show a number of different elements such as the type of caller, the condition of the exposed, or the concern of the callers. This report is generated on an as-needed basis. This report includes the list of all values occurring in the item along with a count showing the number of occurrences. This is a report of automated data system, file key: PRDS.

RETENTION:

Retain for 30 day(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 30 days and then destroy.

APPRAISAL:

These records have administrative value(s).

This report is only generated for specific purposes and has a limited administrative value.

AGENCY: Department of Health. Pregnancy Risk Line

SERIES: 80890

3

TITLE: Log file report

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

These are reports that summarize an item in the Log of Calls File. There are seven separate reports that can be generated. They are reports for referral, location, agents, state, caller key, condition key, and initials. These reports include the year, the items to be listed (for example, agent report would list aspirin, tylenol, etc.), and the number of occurrences for each item. This is a report of automated data system, file key: PRDS.

RETENTION:

Retain for 30 day(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 30 days and then destroy.

APPRAISAL:

These records have administrative value(s).

This record has only administrative value.

AGENCY: Department of Health. Pregnancy Risk Line

SERIES: 80880

3

TITLE: Log of calls

DATES: 1984-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a record of all telephone calls received by the riskline. The information includes date, the referral source (phone book, clinic, friend, etc.), the location, the risk agent, whether the caller is the individual involved, a friend or a doctor, and the caller's status.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

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).

The record has administrative value only.

AGENCY: Department of Health. Pregnancy Risk Line

SERIES: 80887

3

TITLE: Log of calls file

DATES: undated

ARRANGEMENT: none

DESCRIPTION:

This is a record of incoming calls made to the Pregnancy Riskline. The information includes the date, the referral source, the location of the caller, the type of caller, the condition code, and the drug or agent used. This is a file of automated data system, file key: PRDS.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Computer magnetic storage media: Retain in Office until no longer has administrative value and then erase.

APPRAISAL:

These records have administrative value(s).

This information has value to the office for the preparation of statistical reports and other studies. Once the administrative value is over, the information can be deleted. However, the staff does not have enough experience with the information to be able to state their administrative needs. This retention should be reviewed at a later date to set a more specific retention.

AGENCY: Department of Health. Pregnancy Risk Line

SERIES: 80882

3

TITLE: Patient file

DATES: 1984-

ARRANGEMENT: none

DESCRIPTION:

This is part of the Pregnancy Riskline Information System that contains information on callers who identified themselves when calling. This file includes the name of the exposed, the call date, the type of caller (exposed, friend, relative, etc.), the caller's address, the caller's phone number, whether a follow-up letter was sent, the initials of the person taking the call, the times called, the condition of the exposed, the caller's concern, the estimated delivery date, the mother's age and date of birth, the current illness or symptoms, the health provider's name, address, phone number and speciality, the referral source, the name and code of the drug or agent to which the caller was exposed, the circumstances and date of exposure, and the information given the caller. This is a file of automated data system, file key: PRDS.

RETENTION:

Retain for 21 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 06/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 5 years and then transfer to storage disk.

Computer magnetic storage media: Retain in Office for 16 years and then erase.

AGENCY: Department of Health. Pregnancy Risk Line

SERIES: 80882

TITLE: Patient file

(continued)

APPRAISAL:

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

This record has potential legal value and it is needed to locate other records such as the follow-up letter. A five year retention will enable the staff to deal with potential follow-up calls.

This is a new program and the retention may be changed at a later date as the staff has more experience in dealing with these records.

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Controlled

AGENCY: Department of Health. Pregnancy Risk Line

SERIES: 80879

3

TITLE: Pregnancy risk line call data report

DATES: 1985-

ARRANGEMENT: Chronological

DESCRIPTION:

These are monthly and annual reports of the activities of the riskline. The information includes the report period, the number and type of health professional calls, the number and type of consumer calls, the type and numbers of pregnancy status, the number of inquiries per call, the caller location, the referral source, and the totals.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Computer magnetic storage media: Retain in Office until a hard copy is made and then erase.

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). As the report documents the activities of the riskline, the annual report has long-term value. The monthly report has only administrative value. Note that this is a new program and the retention for the monthly report may be altered in the future after the staff has more experience with the records.

AGENCY: Department of Health. Pregnancy Risk Line

SERIES: 80881

3

TITLE: Pregnancy riskline information system

DATES: undated

ARRANGEMENT: none

DESCRIPTION:

This is a SPEED II local automated system used to assist personnel in maintaining and retrieving information pertaining to clients of the Riskline service and information about drugs and other factors affecting pregnancy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Pregnancy Risk Line

SERIES: 80884

3

TITLE: Provider file

DATES: undated

ARRANGEMENT: none

DESCRIPTION:

This is part of the Pregnancy Riskline Information System that contains the names of health care providers. The information includes the provider's name, address, phone number, and speciality. This is a file of automated data system, file key: PRDS.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Computer magnetic storage media: Retain in Office until updated and then erase.

APPRAISAL:

These records have administrative value(s).

This file is updated at least annually. Only the most current information is of any value.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health. Pregnancy Risk Line

SERIES: 80877

3

TITLE: Riskline intake form files

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.40 cubic feet.

DESCRIPTION:

These are information forms filled out by the individual answering the pregnancy riskline. The form documents the type of call received, the risk agent inquired about, the information given the caller, and the name and address of the caller if he wishes to give that information. The form includes the name, address, and telephone number of the person exposed to the risk agent; the type of caller (exposed individual, relative, etc.); the condition of the exposed person; the caller's concern; the person's age; the exposure and the circumstances; the dates of exposure and the duration; the amount or dose of exposure; and the information provided the caller.

RETENTION:

Retain for 21 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 20 years and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s). This retention is required due to the possibility of later legal action. Should a child develop physical problems growing up, a claim could be made that the problem resulted from incorrect information from the riskline. Although there is a statute of limitations on medical malpractice action, this could be waived

AGENCY: Department of Health. Pregnancy Risk Line

SERIES: 80877

TITLE: Riskline intake form files

(continued)

under the rules of discovery. By keeping the records for this length of time, the state should be protected against any potential legal action.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health. Pregnancy Risk Line

SERIES: 80891

3

TITLE: User guide

DATES: 1984-

ARRANGEMENT: none

DESCRIPTION:

This is a handbook prepared by EDP that explains the system, what it does, and how it is operated. It is used for training.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until the data system is no longer in existence and then destroy.

APPRAISAL:

These records have administrative value(s).

This record is needed to access the system and should be kept as long as the system is.