Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Section for Chronic Disease Prevention and Nutrition Service

Division: Division of Community and Public Health

Sub-Section: Bureau of Health Promotion

TITLE: Completed Projects Files

CUTOFF:

DESCRIPTION: Completed Projects Files - For brochures, booklets, professional articles, etc. Such projects include: Smoking Cessation In Pregnancy Project, Planned Approach to Community Health, Drug Abuse prevention Initiative. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 7643 **SERIES STATUS**: Approved **APPROVAL DATE**: 03/13/1989

TITLE: Health Promotion Fund Request

CUTOFF:

DESCRIPTION: Health Promotion Fund Request - Documentation for Federal Grant Fund Payments authorized by Health Promotion. Fed Audit incl. CSA.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 7642 **SERIES STATUS**: Approved **APPROVAL DATE**: 03/13/1989