



Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Section for Disease Prevention

Division: Division of Community and Public Health

Sub-Section: Bureau of HIV, STD, and Hepatitis

TITLE: Contractual Agreements

CUTOFF: Term of agreement

DESCRIPTION: Contractual Agreements-STD/HIV/AIDS Prev and Care Services. 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: 7418

SERIES STATUS: Approved

APPROVAL DATE:

3/13/1989

TITLE: Detail of Public Health Service Personnel in lieu of cash payment-cooperation agreements on STD/HIV/AIDS Prev and Care Serv Programs control projects; detail of personnel

CUTOFF: Term of agreement

DESCRIPTION: Detail of Public Health Service Personnel in lieu of cash payment-cooperation agreements on STD/HIV/AIDS Prev and Care Serv Programs control projects; detail of personnel. 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: 7413

SERIES STATUS: Approved

APPROVAL DATE:

3/13/1989

TITLE: Employee Personnel Folders-copies-Originals in Personnel Office

CUTOFF: WSO

DESCRIPTION: Employee Personnel Folders-copies-Originals in Personnel Office

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7429

SERIES STATUS: Approved

APPROVAL DATE:

3/13/1989



Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Section for Disease Prevention

Division: Division of Community and Public Health

Sub-Section: Bureau of HIV, STD, and Hepatitis

TITLE: Employment Applications and Interviews

CUTOFF:

DESCRIPTION: Employment Applications and Interviews

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7423

SERIES STATUS: Approved

APPROVAL DATE:

3/13/1989

TITLE: Expenditures of State and Local STD/HIV/AIDS Prev and Care Serv Programs
- copies - Originals in Department of Health - Admin.

CUTOFF: WSO

DESCRIPTION: Expenditures of State and Local STD/HIV/AIDS Prev and Care Serv
Programs - copies - Originals in Department of Health - Admin.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7414

SERIES STATUS: Approved

APPROVAL DATE:

3/13/1989

TITLE: Expense Accounts-Office Personnel-copies

CUTOFF: WSO

DESCRIPTION: Expense Accounts-Office Personnel-copies- Originals in Department of
Health - Admin

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7417

SERIES STATUS: Approved

APPROVAL DATE:

3/13/1989



Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Section for Disease Prevention

Division: Division of Community and Public Health

Sub-Section: Bureau of HIV, STD, and Hepatitis

TITLE: Inactive STD/HIV/AIDS Care Client Records

CUTOFF:

DESCRIPTION: Inactive STD/HIV/AIDS Care Client Records

RETENTION: Years: 95 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 13649

SERIES STATUS: Approved

APPROVAL DATE:

3/13/1989

TITLE: Job Descriptions

CUTOFF:

DESCRIPTION: Job Descriptions

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7424

SERIES STATUS: Approved

APPROVAL DATE:

3/13/1989

TITLE: Organizational Chart

CUTOFF: WSO

DESCRIPTION: Organizational Chart

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7431

SERIES STATUS: Approved

APPROVAL DATE:

3/13/1989



Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Section for Disease Prevention

Division: Division of Community and Public Health

Sub-Section: Bureau of HIV, STD, and Hepatitis

TITLE: Personnel Policies-copies-Originals in Personnel Office

CUTOFF:

DESCRIPTION: Personnel Policies-copies-Originals in Personnel Office

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7426

SERIES STATUS: Approved

APPROVAL DATE:

3/13/1989

TITLE: Remittance Checks

CUTOFF: WSO

DESCRIPTION: Remittance Checks-copies-Originals in Department of Health - Admin

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7427

SERIES STATUS: Approved

APPROVAL DATE:

3/13/1989

TITLE: Report Forms

CUTOFF: EOCY

DESCRIPTION: AIDS, PPNG, Congenital Syphilis

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 22768

SERIES STATUS: Approved

APPROVAL DATE:

3/13/1989



Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Section for Disease Prevention

Division: Division of Community and Public Health

Sub-Section: Bureau of HIV, STD, and Hepatitis

TITLE: State Budget Requests-copies-originals in DOH-Admin

CUTOFF: WSO

DESCRIPTION: State Budget Requests-copies-originals in DOH-Admin

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7415

SERIES STATUS: Approved

APPROVAL DATE:

3/13/1989

TITLE: STD/HIV/AIDS Prev and Care Services Guidelines Local Health Departments

CUTOFF: EOSFY

DESCRIPTION: STD/HIV/AIDS Prev and Care Services Guidelines Local Health Departments

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 7425

SERIES STATUS: Approved

APPROVAL DATE:

3/13/1989

TITLE: STD/HIV/AIDS Prev and Care Services Project Applications, Revisions, Notice of grant Award

CUTOFF:

DESCRIPTION: STD/HIV/AIDS Prev and Care Services Project Applications, Revisions, Notice of grant Award

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7416

SERIES STATUS: Approved

APPROVAL DATE:

3/13/1989



Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Section for Disease Prevention

Division: Division of Community and Public Health

Sub-Section: Bureau of HIV, STD, and Hepatitis

TITLE: Studies on VD by other states (for reference only)

CUTOFF: WSOI

DESCRIPTION: Studies on VD by other states (for reference only)

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7442

SERIES STATUS: Approved

APPROVAL DATE:

3/13/1989

TITLE: Telephone Credit Cards

CUTOFF:

DESCRIPTION: Telephone Credit Cards. 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: 7420

SERIES STATUS: Approved

APPROVAL DATE:

3/13/1989

TITLE: Training-Health training programs-employees training record

CUTOFF:

DESCRIPTION: Training-Health training programs-employees training record. 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: 7443

SERIES STATUS: Approved

APPROVAL DATE:

3/13/1989



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Department: Department of Health and Senior Services

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Division: Division of Community and Public Health

Sub-Section: Bureau of HIV, STD, and Hepatitis

TITLE: Treatment-Schedules for treatments, lists of clinics, etc.

CUTOFF: WSO

DESCRIPTION: Treatment-Schedules for treatments, lists of clinics, etc.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 7444

SERIES STATUS: Approved

APPROVAL DATE:

3/13/1989

TITLE: Venereal Disease Reports on Infectious Syphilis

CUTOFF: EOCY

DESCRIPTION:

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 22769

SERIES STATUS: Approved

APPROVAL DATE:

3/13/1989