

QUEST FOR RECORDS RETENTION SCHEDULE

Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE NO. 203

PAGE NO. 1. ✓

1. Requesting Agency

STATE DEPARTMENT OF HEALTH

2. Division or Bureau of Requesting Agency

BUREAU OF PREVENTIVE MEDICINE
DIVISION OF MENTAL HEALTH, SECTION ON
ALCOHOL STUDIES

3. Authorization Requested (Check only one of the squares below).

A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1. GENERAL FILE

Quantity: 3 drawers (1 1/2 cubic feet)
Dates: October 1952 - -
File Arrangement: Subject and alphabetical therein
Annual Accumulation: 1 1/2 cubic feet

This file contains correspondence concerned with the functions of the office. It is with Federal, State, local and other state agencies, clinics, physicians, professional and civic organizations, etc.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

2. REPORT OF CLINIC SERVICES

Form No.: DMH-2
Size: 8 1/2" x 11"
Quantity: 1/2 drawer
Dates: 1952 - -
File Arrangement: By county and chronological therein
Annual Accumulation: 3 linear inches

This monthly form, submitted by the county alcoholic clinics, shows: number of patients registered, the services rendered to the patients, and any community services undertaken. The form is used for statistical reporting and budget and program planning. General Clinic Report (SD-26) was used for this purpose up to September 1955.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Robert S. Thomas, M.D.

Signature

Chief, Division of Mental Health

Title

12/1/55

11/16/55

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

12/2/55
Date

Morris S. Radloff
Archivist

DEC 13 1955

Date

J. Melusker
Secretary