

QUEST FOR RECORDS RETENTION SCHEDULE

To Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE
NO. 207

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**

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. | <p><u>ROSTER OF PATIENTS</u></p> <p>Form No.: DMH-1 Size: 4" x 6" and 8 1/2" x 11" Quantity: 6 drawers 4" x 6", 1 drawer 8 1/2" x 11" Dates: 1949 - - File Arrangement: County and alphabetical therein Annual Accumulation: 1 linear foot</p> <p>A history card is prepared in duplicate by the county mental health clinician and the copy is forwarded to this office. Until July 1, 1955 a 4" x 6" card was used; since that date an 8 1/2" x 11" page has been used. Information on the form is the patient's name, address, marital status, parents' names and marital status, reason for coming to clinic, dates of examinations, diagnosis, recommendations, date and reason for closing case, and any previous mental disorder history. The case histories are maintained by the clinic. The Roster is used for statistical and research purposes.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p> | <p>APPROVED HALL OF RECORDS COMMISSION</p> |
| 2. | <p><u>GENERAL FILE</u></p> <p>Quantity: 9 drawers (18 cubic feet) Dates: 1947 - - File Arrangement: Subject or county and alphabetical therein Annual Accumulation: 2 cubic feet Disposable Amount: 6 cubic feet</p> <p>This file consists primarily of correspondence with local, State,</p> | |

7. Agency, Division or Bureau Representative

Clement W. Gaird
RET Signature

Chief, Bureau of Management
Title

December 5, 1955
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.

12/8/55
Date

Morris S. Sedell
Archivist

DEC 10 1955
Date

J. Melusker
Secretary

REEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE NO. 207

Hall of Records
Commission

PAGE NO. 2

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.

Federal and other state agencies, physician's, professional and civic organizations, patients, etc. It also contains Form SD-26, General Clinic Report. This form prepared daily by the clinician shows the patient's name, age, sex, race, and services rendered. It has been superseded (July, 1955) by Form DMH-2, Report of Clinic Services (monthly), which shows in summary form the activities of the clinic for the month. Services rendered the individual patients are shown on the Form DMH-1 described above (Item 1). The superseded General Clinic Report and the present Report of Clinic Services are used for statistical reports. The patient's case records are maintained by the local health department.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

BY
WORKS
Date DEC 13 1955

[Signature]
Secretary