F. HR-RM 1
(9-1-53)
Hall of Records Commission

REQUEST FOR RECORDS RETENTION SCHEDULE
To be submitted to the Records Management Division
Hall of Records Commission

SCHEDULE NO. 208

PAGE NO. 1.

1. Requesting Agency	2. Division or Bureau of Requesting Agency
STATE DEPARTMENT OF HEALTH	DIVISION OF PUBLIC HEALTH NURSING

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 [X] 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.	PERSONNEL FILE Size: 8½" x 11" Quantity: 4 drawers (6 cubic feet) Dates: 1942 - - File Arrangement: Alphabetical Annual Accumulation: less than ½ cubic foot File consists of personnel records on Public Health Nurses who are employed by the State or a county. Records included are: SEC-101 Application Form Interview Report Progress Reports - Narrative Efficiency Rating PHN-135 Annual Report of Post-Graduate Study and Membership in Professional Organizations Record of Experience as Public Health Nurse Trainee and evaluation during first year of appointment. Correspondence These records are necessary for many years, as nurses frequently return to the profession after several years absence. RECOMMENDATION: RETAIN UNTIL THE INDIVIDUAL IS KNOWN TO BE DEAD OR REACHES THE AGE OF SEVENTY, WHICHEVER IS EARLIER, AND THEN DESTROY.	APPROVED HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Signature	Title	Date
Clemens W. Garnier Helen L. Fisk	Chief Bur Mgt. Chief Div of P.H.N.	12/5/55 Nov. 30, 1955

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	Morris S. Radoff	DEC 13 1955	J. McCusker
Date	Archivist	Date	Secretary

FORM HR-RM 1A
(9-1-53)
Hall of Records
Commission

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE NO. 208

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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.
2.	MONTHLY REPORT OF PUBLIC HEALTH NURSING SERVICE Form No.: PHN-21 Size: 8½" x 11" Quantity: 12 drawers (18 cubic feet) Dates: 1947 - - File Arrangement: County and chronological therein Annual Accumulation: 2 drawers (3 cubic feet) This monthly report form is submitted by each Public Health Nurse. It summarizes the nurse's activities for the month including the age classifications of individuals visited, the type of services rendered, total visits, new case admissions, work performed with schools, parents, and teachers; conferences atended, lectures given, any academic studies undertaken, etc. The form is used for statistical and narrative reporting and for Public Health Nursing Program planning. RECOMMENDATION: RETAIN FOR TEN YEARS AND THEN DESTROY.	APPROVED HALL OF RECORDS COMMISSION
3.	CORRESPONDENCE Quantity: 5 drawers (7½ cubic feet) Dates: 1942 - - File Arrangement: Subject Annual Accumulation: ½ cubic foot Disposable Amount: 2 cubic feet Correspondence concerned with the functions of the Division. It is with Federal, State, local and other state agencies, professional and civic organizations, colleges, hospitals, etc. RECOMMENDATION: RETAIN FOR THREE YEARS, AND THEN DESTROY.	

APPROVED BY THE BOARD OF PUBLIC WORKS
Date DEC 1 8 1955
Secretary