

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

1. Requesting Agency

STATE DEPARTMENT OF HEALTH

2. Division or Bureau of Requesting Agency

OFFICE OF DEPUTY DIRECTOR
DIVISION OF VENEREAL DISEASE CONTROL

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. NOTIFIABLE DISEASE REPORT CARD AND REGISTER (SYPHILIS), CHANCROID, GRANULOMA INGUINALE, AND LYMPHOGRANULOMA VENEREUM.

Form No.: U.S. Public Health Service Form 1407
Size: 3 1/2" x 5 1/2" (Postcard)
Dates: 1937 - -
Quantity: 45 drawers (15 cubic feet)
File Arrangement: Alphabetical
Annual Accumulation: 1 drawer

Article 43, Sec. 77 of the Annotated Code of 1951 requires that this report be filed by the physician diagnosing the disease. The card shows disease, patient's name, address, physical description, and physician's name and address. The cards are used as the basis of the epidemiological investigation (see Item 4); as a check against reinfection cases or cases reported earlier which have advanced to another stage; and to prepare weekly, monthly, and annual statistical reports submitted to the County and State Health Departments and the U.S. Public Health Service as required by Section 78 of Article 48. Cards for individuals known to be dead are destroyed at the time the death is certified.

RECOMMENDATION: RETAIN UNTIL DEATH OF INDIVIDUAL OR UNTIL INDIVIDUAL REACHES THE AGE OF SEVENTY, WHICHEVER IS EARLIER, AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Clarence W. Gaines Jr.
Signature

Chief Bur. Asst.
Title

12/8/55
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.

12/8/55
Date

Morris S. Deedell
Archivist

DEC 12 1955
Date

J. Melus
Secretary

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.

4. Item No.

2. NOTIFIABLE DISEASE REPORT CARD - GONORRHEA

Form No.: U.S. Public Health Service Form 1407
Size: 3 1/2" x 5 1/2" postcard
Dates: 1952 - -
Quantity: 2 drawers
File Arrangement: Alphabetical
Annual Accumulation: 1/2 drawer

This report must be filed with the Health Department by the physician diagnosing the disease (Art. 43, Sec. 77, of the Annotated Code of 1951). The card shows the disease, patient's name, address, physical description, and the physician's name and address. The cards are used for epidemiological investigations and for preparation of weekly, monthly, and annual statistical reports sent to the County and State Health Departments and the U. S. Public Health Service, as required by Section 78 of Article 43.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

3. INDEX TO SYPHILIS REPORT FILE

Size: 3" x 5"
Quantity: 18 drawers (6 cubic feet)
Dates: 1938-1951
File Arrangement: Alphabetical
Disposable Amount: 6 cubic feet

This index was used during the period that the syphilis report file was arranged in geographic-alphabetical order. The report file has been re-filed in straight alphabetical order making the cross index unnecessary and obsolete. The index is considered non-record within the meaning of the statute governing non-record material (Art. 41, Sec. 155, Annotated Code of 1951).

4. POSITIVE BLOOD REPORTS - LABORATORY

Form No.: BL-11
Size: 3" x 5"
Quantity: 13 drawers (2 cubic feet)
Dates: 1952 - -
File Arrangement: County and alphabetical therein
Annual Accumulation: 3 1/2 drawers

The laboratory report is used in this Division for statistical purposes and as a check against the Register (Item 1) to pick up unreported cases. Instances of unreported cases are brought to the attention of the County Health Officer and State hospitals and institutions.

RECOMMENDATION: RETAIN FOR THREE YEARS, AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

BOARD OF PUBLIC WORKS

Date DEC 13 1955

[Signature]
Secretary

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.
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5. CASE HOLDING AND EPIDEMIOLOGICAL REPORT

Form No.: CD 41-B
 Size: 5" x 8"
 Quantity: 11 drawers (3 cubic feet)
 Dates: 1951 - -
 File Arrangement: County and alphabetical therein
 Annual Accumulation: 2 drawers

This report is used to trace suspected cases of venereal diseases so that treatment can be given to the infected person, thus helping to prevent the further spread and disabling consequences of this disease which requires institutional care.

The report is prepared in quadruplicate and distributed as follows:

1. County Health Department
2. This file - this copy does not carry all of the information but is filed pending the investigator's report.
3. This file - contains complete information and is filed with copy 2.
4. Investigating officer's copy

The report shows the suspected contact's name, address, and physical description, name of informant, place and date of encounter, relation of the parties, and details of the disposition of the case.

In addition to their use as a follow-up file, the reports are used to prepare monthly and quarterly reports to the U.S. Public Health Service and monthly and annual statistical reports to the State Health Department.

RECOMMENDATION: RETAIN FOR FIVE YEARS, AND THEN DESTROY.

6. VENEREAL DISEASE CONTROL ACTIVITY REPORT CARD

Form No.: U.S. Public Health Service Form No. 704 (VB)
 Size: IBM
 Quantity: 19 drawers (6 cubic feet)
 Dates: January 1949 - -
 File Arrangement: Alphabetical
 Annual Accumulation: 1 drawer
 Disposable Amount: 2 cubic feet

APPROVED
 HALL OF RECORDS COMMISSION

Date: DEC 13 1955

[Signature]
 Secretary

Although this is an IBM card it is not punched and no machine tabulations are made from it. It is a record of each completed clinic observation showing name of patient, race, age, sex, reason for observation, results of diagnostic observations, disease, and

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and disposition of case. Cards of patients showing positive syphilis infection are separated and occupy one drawer. The cards are used to prepare monthly, quarterly, and annual statistical reports and summaries for the Department and a quarterly report for the U. S. Public Health Service.

RECOMMENDATION: RETAIN POSITIVE SYPHILIS CARDS FIVE YEARS AND ALL OTHER CARDS THREE YEARS, AND THEN DESTROY.

7. GENERAL AND COUNTY CORRESPONDENCE

Quantity: 6 drawers in office, 8 drawers in storage
(total 21 cubic feet)

Dates: 1938 - -

File Arrangement: County and subject

Annual Accumulation: 1 drawer

Disposable Amount: 15 cubic feet

Correspondence concerned with the functions of the Division. It is with Federal, State, local and other state agencies, professional and civic organizations, doctors, hospitals, individuals, etc.

RECOMMENDATION: RETAIN FOR THREE YEARS, AND THEN DESTROY.

8. WEEKLY CLINIC REPORT

Form No.: VD-47

Size: 8 1/2" x 11"

Quantity: 4 drawers (6 cubic feet)

Dates: 1950 - -

File Arrangement: County and chronological therein

Annual Accumulation: 1 drawer

Disposable Amount: 3 cubic feet

This weekly report is submitted to the Division by the County Health Officers. It is used for budget and staff control and for work analysis purposes. The form shows the patient's name, whether old or new case, type of infection and service rendered the patient.

RECOMMENDATION: RETAIN FOR FIVE YEARS, AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

BOOK
Date DEC. 13 1955
[Signature]
Secretary

Hall of Records
CommissionPAGE
NO.

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No.9. MONTHLY VENEREAL DISEASE DRUG REPORT

Form No.: VD 45

Size: 8½" x 11"

Quantity: ½ drawer (1 cubic foot)

Dates: 1950 - -

File Arrangement: Chronological

Annual Accumulation: Less than ½ cubic foot

This monthly report is submitted to the Division by the County Health Officers for inventory control and ordering purposes. The form shows by type of drug, the amounts on hand, amounts used during the month, and the amounts distributed to outside agencies and physicians.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

DEC 13 1955

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Secretary