

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

SCHEDULE NO. **211**

PAGE NO. **1.** ✓

1. Requesting Agency STATE DEPARTMENT OF HEALTH	2. Division or Bureau of Requesting Agency BUREAU OF PREVENTIVE MEDICINE DIVISION OF DENTAL HEALTH
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3. Authorization Requested (Check only one of the squares below).

<p><input type="checkbox"/> A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.</p>	<p><input checked="" type="checkbox"/> 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.</p>	<p><input type="checkbox"/> C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.</p>
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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.
1.	<p>COUNTY HEALTH DEPARTMENT REPORTS</p> <p>Quantity: 8 cubic feet Dates: 1935 -- File Arrangement: By County and chronological therein Annual Accumulation: 6 linear inches Disposable Amount: 6 cubic feet</p> <p>The following reports are received from those counties which have established a dental program:</p> <p>OH-4 Monthly Report - School Dental Clinic OH-4A Pre-School Dental Clinic Record OH-7 County Tabulation - Monthly (prepared by Division) DH-7A School Dental Clinic - yearly report OH-15 Monthly Report of Dental Service (Pre-Natal Cases)</p> <p>Case records of the patients are retained by the county clinic or the school. The records of the Division are used for statistical reporting and research purposes. Their value for these purposes is of short endurance.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.</p>	<p>APPROVED HALL OF RECORDS COMMISSION</p>

7. Agency, Division or Bureau Representative

<i>R. L. Clemens</i>	Chief, Bureau of Management	December 8, 1955
Signature	Title	Date

<p>Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.</p> <p><i>12/9/55</i> Date</p> <p><i>Morris S. Radloff</i> Archivist</p>	<p>Disposal Authorized as Indicated in Col. 6 by Board of Public Works.</p> <p>DEC 13 1955 Date</p> <p><i>[Signature]</i> Secretary</p>
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LIST FOR RECORDS RETENTION SC. JLE
(Continuation Sheet)

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. CORRESPONDENCE

Quantity: 10 drawers (15 cubic feet)
Dates: 1935 - -
File Arrangement: Alphabetical by year
Annual Accumulations: 1 cubic foot
Disposable Amount: 5 cubic feet

Correspondence concerned with the functions of the office. It is with Federal, State, local and other state agencies, civic and professional organizations, dentists, doctors, schools, etc.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

Date ... DEC 14 1955

McLuskey
Secretary