

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

SCHEDULE NO. **216**

PAGE NO. **1**

1. Requesting Agency STATE DEPARTMENT OF HEALTH	2. Division or Bureau of Requesting Agency BUREAU OF MEDICAL SERVICES AND HOSPITALS
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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.
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1. COUNTY MEDICAL CARE PROGRAM: MINUTES AND REPORTS

Quantity: 1 drawer
 Dates: 1945 - -
 File Arrangement: Subject
 Annual Accumulation: less than $\frac{1}{2}$ cubic foot

This file consists of Minutes of the Council on Medical Care, Monthly Reports of the Bureau to the Director, and supporting reports of the Division Chiefs to the Bureau Chief. These records present the historical development of the Medical Care Program.

RECOMMENDATION: RETAIN PERMANENTLY.

2. COUNTY MEDICAL CARE PROGRAM: CORRESPONDENCE

Quantity: 5 drawers ($7\frac{1}{2}$ cubic feet)
 Dates: 1945 - -
 File Arrangement: Chronologically by County
 Annual Accumulation: $\frac{1}{2}$ drawer
 Disposable Amount: 2 cubic feet

Correspondence concerned with the Medical Care Program. It is with County Health Departments, business and civic organizations, doctors, dentists, etc. Obsolete and useless material which is over three years old is periodically removed and destroyed.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

V. E. Clemens
Signature

Chief, Bureau of Management
Title

December 15, 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.

1/5/56
Date

Mona S. Radloff
Archivist

1956
Date

M. Clemens
Secretary

LIST FOR RECORDS RETENTION SCHEDULE
(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:

3. CHIEF OF BUREAU: CORRESPONDENCE

Quantity:

Dates: 1945 - -

File Arrangement: 1950-1955 - Alphabetical by correspondent
1955 - - Alphabetical by subject

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

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY

4. STATISTICS FILE - MEDICAL CARE AND IN-PATIENT PROGRAMS

Size: 11" x 14"

Quantity: 5 1/2 drawers (8 cubic feet)

Dates: 1945 - -

File Arrangement: Chronological

Annual Accumulation: less than 1/2 drawer

Statistical information regarding the County Medical Care Program and the In-Patient Program is received by the Statistician on IBM tabulation sheets. The information is prepared on monthly, semi-annual and annual bases. Information tabulated is payments, purpose of payments, to whom paid, service rendered, to whom rendered. Also included in the file are special studies of various aspects of the Medical Care Program and Hospital Services.

The records are used for budget control, budget preparation, statistical reporting, evaluation of the program, special studies and other research projects, comparative analysis, etc. For the purposes listed the records are required for many years.

RECOMMENDATION: RETAIN PERMANENTLY.

5. CORRESPONDENCE: STATISTICS

Quantity: 1/2 drawers

Dates: 1949 - -

File Arrangement: by Program and alphabetically by subject therein

Annual Accumulation: less than 1/2 cubic foot

Disposable Amount: 1 1/2 cubic feet

Correspondence concerned with the statistical functions of the office. It is with State, Federal, local, and other state agencies, doctors, civic, business and professional groups, etc.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
DATE
J. Mc...