

Hall of Records Commission

Submitted to the Records Management Division Hall of Records Commission

PAGE NO.

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1. Requesting Agency

STATE DEPARTMENT OF HEALTH

2. Division or Bureau of Requesting Agency

CHRONIC DISEASE HOSPITALS

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.

This records retention schedule is applicable to all chronic disease hospitals. Quantity, dates, and accumulation shown are for Montebello Hospital only.

1. APPLICATION FILE

Quantity: 2 drawers (1/2 cubic feet)
Dates: 1947 - -
File Arrangement: Alphabetical
Annual Accumulations: 1/2 cubic foot
Disposable Amount: 2 cubic feet

This file contains the application of individuals who have not been admitted to the hospital. The file is arranged in three groups: deceased while application was pending, some other type of care was arranged before admission, and admission was denied by the admissions review board. Attached to the application which also shows the medical report are other documents necessary for admission; these include:

SDPW 901 Certification of State Department of Public Welfare; this certification is effective for one year only.

SDPW 903 Statement of Patient's Own Property
Public Health Nurse's Report
Correspondence
Memoranda

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Signature: C. W. Games

Title: Chief Budget

Date: 11/31/56

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

Date: 3/9/56

Archivist: Morris S. Radloff

Date: Secretary: [Signature]

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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: 11 drawers (16 cubic feet)  
Dates: 1947 - -  
File Arrangement: Alphabetical  
Annual Accumulations: 2 cubic feet  
Disposable Amount: 8 cubic feet

Correspondence concerned with the functions of the hospital. It is with Federal, State, local and other state agencies, professional and civic organizations, schools, hospitals, nurses, doctors, contractors, etc. Correspondence with or about a patient is filed in the patient's case folder.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

3. ACCOUNTING

Quantity: 10 cubic feet  
Dates: 1947 - -  
File Arrangement: Chronological  
Annual Accumulations: 1/2 cubic foot  
Disposable Amount: 5 cubic feet  
Audit: State

This item includes all standard accounting forms used by State agencies as supporting data to the final book of entry. The final book of entry is to be retained permanently. Specifically these supporting records are:

Comptroller of the Treasury

Form No.

E-1-S	Distribution of Charges
E-1 and E-1/2	Transmittal
DD-1	Certificate of Deposit and Bank Deposit Slip
R-2 (formerly MR-2)	Monthly Report of State Funds Collected and Deposited
	Distribution of Unexpended and Obligated Balances
	Monthly Statement of Balances

Purchasing Bureau (Department of Budget and Procurement)

1-A	Requisition for Supplies
47-A	Purchase Order
100-16	Out-of-Schedule Requisition for Supplies
39-A and 40-A	Stores Requisition
CF-2	Copy of Contract Awarded
CF-1	Capital Fund Requisition for Equipment

APPROVED  
BOARD OF PUBLIC WORKS  
Date 11.3.59

*J. McLaughlin*  
Secretary

APPROVED  
HALL OF RECORDS COMMISSION

ST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

4.	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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100/24 27-A CF-3  26-A 52 51	Actual Emergency and Repairs Report Copy of Contract Awarded Copy of Contract Awarded Delivery Invoice Notice of Award of Contract Credit Memorandum Report of Partial Delivery
<b>Budget Bureau (Department of Budget and Procurement)</b>	
BB-1 (Rev.)  B.P. Inv. R101 B.P. Inv. R102 B.P. Inv. 6	Formerly BB-1 and BB-2 Budget Schedule Amendment Sheet Report of Fixed Assets (annual) Report of Materials and Supplies (annual) Materials and Supplies Physical Inventory (annual)
BB-40 Budget Form Nos. 1 thru 11	Request for Position Action  Budget Estimates Fiscal Year (13 pages including farm statement) Power Plant Utility Report (monthly) Food Report (monthly) Memorandum of Adjustment
<b>Others</b>	
BM - 21	Patient's deposit or withdrawal ticket Check stubs Confirming order Meal tickets Cash receipts - State funds only Time Sheet Requisition for Supplies from Stock Vendors Invoices Bank Deposit Slips Bank Statements Bank Deposit Receipts Canceled Checks

APPROVED  
HALL OF RECORDS COMMISSION

BOARD OF PUBLIC WORKS

Date .....

*[Signature]*  
Secretary

**RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.**

**4. ACCOUNTING RECORDS FOR WHICH DISPOSAL HAS BEEN PROVIDED BY A GENERAL RECORDS RETENTION SCHEDULE.**

**PAYROLL (Prior to July 1, 1953).** The agency copy of this payroll form is to be retained for five years or until audited, whichever is later, and then destroyed. (General Schedule No. G-1, Item 1-d, approved by the Board of Public Works, January 11, 1954).

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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.

**PAYROLL JOURNAL** - The agency copy is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-2, Item 1-d, approved by the Board of Public Works, January 11, 1954).

**PAYROLL EXCEPTIONS, Additions and Exceptions** - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-2, Item 3B, approved by the Board of Public Works, January 11, 1954).

**PAY WARRANTS** - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-3, Item 3, approved by the Board of Public Works, May 10, 1954).

**RECEIVING WARRANTS** - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-4, Item 3, approved by the Board of Public Works, May 10, 1954).

**TRANSMITTAL FORM E-1 or E-2** (Comptroller of the Treasury form) is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-5, Item 3, approved by the Board of Public Works, May 10, 1954).

5. MASTER AUTHORIZATION

Quantity: 1/2 cubic foot  
Dates: 1953 - -  
Audit: State

This state-wide form of the Commissioner of Personnel is the authorization for entering the employee's name on the payroll or for making any changes in the pay rate. It also shows all pay deductions.

**RECOMMENDATION:** RETAIN WHILE EMPLOYED AND FOR THREE YEARS AFTER DATE OF SEPARATION, OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

6. LEAVE RECORDS

Quantity: 1 cubic foot  
Dates: 1947 - -

File includes the following records:

Leave record card - Form SEC 128-A, a standard state-wide form prepared annually for each employee

Leave Applications  
Doctor's certificates

**RECOMMENDATION:** RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

APPROVED  
HALL OF RECORDS COMMISSION

APPROVED BY  
BOARD OF PUBLIC WORKS  
Date APR 19 1956  
*[Signature]*  
Secretary