

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

1. Requesting Agency STATE DEPT HEALTH
MINER'S HOSPITAL

2. Division or Bureau of Requesting Agency
* 7/1961 - No longer a State

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.

Agencies (as of July 1, 1963)

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. MINUTES OF THE BOARD OF DIRECTORS

Dates: 1913 - -

The Minutes are a record of all important actions, decisions, appointments, litigation, etc.

RECOMMENDATION: RETAIN PERMANENTLY.

2. PATIENTS' MEDICAL RECORDS

Dates: 1938 - -

Quantity: 18 drawers active, 72 drawers inactive
(total 135 cubic feet)

File Arrangement: Numerical

Annual Accumulation: 1 cubic foot

Index: Yes, see Item 3

A folder is prepared for each patient admitted; at the time of discharge it contains most or all of the following:

- Admission Contract
- Summary of Long Case or Short Case (two forms)
- Physical Examination and Progress Notes
- Doctors' Orders
- History of Patient
- Nurses' Records
- Temperature, Pulse, Respiration Chart
- Operative Record

111
103

(cont)

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HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

James E. Bunge
Signature

Administrative Assistant, I
Title

November 23, 1956
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.

12/5/56
Date

Morris S. Radell
Archivist

DEC 1 8 1956
Date

Metzger
Secretary

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(Continuation Sheet)

4. Item	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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119 Pregnancy and Labor Record
Laboratory Report
X-Ray Report

The recommendation below is made in accordance with a resolution adopted by the House of Delegates of the American Hospital Association, September, 1947, and with the needs of the Hospital.

RECOMMENDATION: RETAIN FOR TWENTY-FIVE YEARS AFTER DATE OF DISCHARGE AND THEN DESTROY.

3. INDEX TO PATIENTS' MEDICAL RECORDS (ADMISSION CARD)

Size: 5" x 8" new and 4" x 6" old
Dates: 1915 - -
Quantity: 25 boxes and 15 drawers
File Arrangement: Alphabetical
Annual Accumulation: 1 drawer
17 Cu. ft.

The Admission Card is also the index. Information shown is: room number, dates of admission and discharge, case number, name, address, marital status, age, race, type of admission, parents' names, nativity, religion, occupation, name and address of nearest relative or friend, persons responsible for expenses incurred, insurance, type of financial arrangements, and attending physician. On the reverse is a brief summary of the diagnoses and treatment.

An Admission Register is also maintained in 5" x 8" bound volumes of about 50 pages each. Entries in this register show: case number, name, diagnosis, dates of admission and discharge. Entries are made chronologically.

The recommendation below applies to both the Admission Card and the Admission Register.

RECOMMENDATION: RETAIN PERMANENTLY.

4. LABORATORY CARD
X-RAY CARD

Size: 4" x 6"
Date: 1934 - -
Quantity: 25 boxes (4 cubic feet)
File Arrangement: Alphabetical by year
Annual Accumulation: 1 drawer
Disposable Amount: 3 cubic feet
Audit: State

These cards are prepared by the laboratory or X-ray technicians. They show patient's name, address, doctor's name, type of examination or picture requested and the results. The results are also reported on the X-ray and Laboratory report form filed in the

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DEC 18 1956
[Signature]

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Patient's Medical Record (Item 2).

Since a fee is charged for laboratory work these cards are required for audit. The charge is posted to the Patient's Ledger in the accounting office (Item 6).

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

5. GENERAL CORRESPONDENCE

Dates: 1950 - -
Quantity: 1 drawer
File Arrangement: Alphabetical
Annual Accumulation: less than 1/2 cubic foot

This file contains correspondence concerned with the functions of the Hospital. It is with Federal, State, local and other state agencies, professional and business organizations, doctors, lawyers, insurance companies, etc.

RECOMMENDATION: RETAIN FOR THREE YEARS; THEN REMOVE AND RETAIN PERMANENTLY THOSE RECORDS HAVING CONTINUING LEGAL OR ADMINISTRATIVE VALUE AND DESTROY ALL OTHER MATERIAL.

6. ACCOUNTING RECORDS

Dates: Scattered dates from 1915 - -
Quantity: 3 cubic feet active and 38 cubic feet inactive
File Arrangement: Chronological
Annual Accumulation: 3 cubic feet
Disposable Amount: 30 cubic feet
Audit: State

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

Comptroller of the Treasury

Form No.

- E-1-S
- E-1 and E-1/2
- DD-1
- R-2 (formerly MR-2)

- Memorandum of Adjustment
- Distribution of Charges
- Transmittal
- Certificate of Deposit and Bank Deposit Slip
- Monthly Report of State Funds Collected and Deposited
- Distribution of Unexpended and Obligated Balances

APPLY TO THE BOARD OF PUBLIC WORKS

1958

J. McQuinn

SECRETARY

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Monthly Statement of Balances

Purchasing Bureau (Department of Budget and Procurement)

1-A 47-A 100-16 39-A and 40-A CF-2 CF-1 100/24 27-A CF-3 26-A 52 51	Requisition for Supplies Purchase Order Out-of-Schedule Requisition for Supplies Stores Requisition Copy of Contract Awarded Capital Fund Requisition for Equipment Actual Emergency and Repairs Report Copy of Contract Awarded Copy of Contract Awarded Notice of Award of Contract Delivery Invoice Credit Memorandum Report of Partial Delivery
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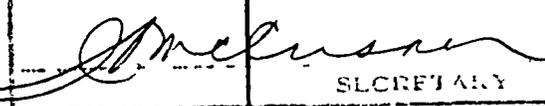
Budget Bureau (Department of Budget and Procurement)

BB 1 (Rev.) B.P. Inv. R101 B.P. Inv. R102 B.P. Inv. 6 RB-40 Budget Form No. 1 thru 11 B.P. Inv. 1 B.P. Inv. 2 B.P. Inv. 3	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) Request for Position Action Budget Estimates Fiscal Year (13 pages including farm statement) Power Plant Utility Report (monthly) Farm Report (annual) Farm Report (monthly) Food Report (monthly) Stores Record Equipment Record Motor Vehicle Record
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Others

Vendors Invoices
Bank Deposit Slips
Bank Statements
Bank Deposit Receipts
Canceled Checks
Patient's Ledger ~~and~~ Sheet
Patient's Cash Receipt
General Fund Cash Receipt
Check Stubs

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

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7. 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).

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 3-b, 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, 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-1/2 (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).

8. MASTER AUTHORIZATION

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.

9. LEAVE RECORDS

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.

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[Signature]
SECRETARY