

**DEPARTMENT OF HEALTH  
FAMILY HEALTH SERVICES DIVISION  
CHILDREN WITH SPECIAL HEALTH NEEDS BRANCH**

Approved Records Retention and Disposition Schedules (Forms SA-1)  
Compiled by the DAGS, Archives Division, Records Management Branch\*

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## **Health Resources Administration Family Health Services Division**

The mission of the Family Health Services Division is to assure the availability of and access to preventive and protective core public health services for individuals and families by providing leadership in collaboration with communities and public-private partners.

The major focus of the Division is the support of families through preventive and interventive health and health support services, emphasizing reduction of infant mortality and support of families with children with special health risks or needs. The division has three Branches: Children with Special Health Needs, Maternal and Child Health Branch (MCHB), and the WIC Services Branches.

**Children with Special Health Needs Branch.** The Children with Special Health Needs Branch promotes family-centered, community-based coordinated systems of services for children with special health care needs (CSCN) and their families, in order to assure that all CSHCN will receive appropriate services to optimize health, growth, and development, and to assure access to quality health care services. This is accomplished through public health functions including assessing and monitoring health status to identify and address problems, development of standards, community and professional education, community partnerships, linking CSHCN and their families to health and other services, and conducting special studies and projects. Programs include: Newborn Metabolic Screening, Newborn Hearing Screening, Birth Defects, Early Intervention (Part C of Individuals with Disabilities Education Act), Respite, Preschool Developmental Screening, Children with Special Health Needs/Social Work, Nutrition, and Genetics programs.

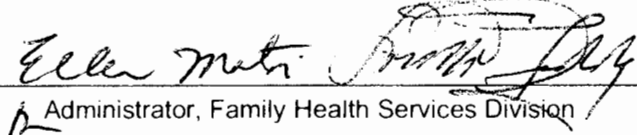
Marumoto, Claire. *Guide to Government in Hawaii (Twelfth Edition)*. Honolulu, Hawaii: Legislative Reference Bureau, June 2002, pgs. 78-79.

STATE OF HAWAII  
RECORDS DISPOSITION AUTHORIZATION

State Archives  
Iolani Palace Grounds, Honolulu, Hawaii 96813

Attention: State Archivist

I, in compliance with Section 94-3 Hawaii Revised Statutes, as amended, I hereby request  Continuous authorization to destroy or otherwise dispose of the numbered record items listed below.  Authorization

ITEM NO	FORM NO	DESCRIPTION	YEARS OR PERIOD		RETENTION
			FROM	THROUGH	
1		The following item on SA-1 Records Disposition Authorization dated January 26, 1998 is hereby revised:  DEPARTMENT OF HEALTH Family Health Services Division Children With Special Health Needs Branch Early Intervention Section (formerly Zero-To-Three Hawaii Project)			
a.		Care Coordination Case Records  without Psychological Services  Disposition: Retain in office 2 years after close of file, then may transfer to State Records Center for remainder of authorized retention period. Destroy at the end of the authorized retention period.	1989	Present	7 years after close of file.
b.		with Psychological Services  Disposition: Retain in office 2 years after close of file, then may transfer to State Records Center for remainder of authorized retention period. Destroy at the end of the authorized retention period.	1989	Present	3 years from age of majority.
 Ellen Muth Administrator, Family Health Services Division					

2. Record items Nos. N/A will be preserved on microfilm in accordance with Section 92-31 Hawaii Revised Statutes.  
 3. I requested that Record items Nos. N/A be transferred to the State Archives.

Mauidine Lee DEPT. OF HEALTH Chapman P. ...  
 SIGNATURE OF RECORDS OFFICER AGENCY SIGNATURE OF HEAD OF DEPARTMENT  
 DATE JUN 2/3/2004

4. I hereby certify that the records as listed, unless exceptions are listed below, do not appear to be of sufficient value for legal, administrative or research purposes to warrant further preservation. Exceptions: None

Record items Nos. N/A to be transferred to  State Archives  AGENCY  
 DATE 6/3/2004  
 STATE ARCHIVIST Susan Shaner

5. Destruction or other disposal, with exceptions indicated, approved Russ K. Sait  Continuous authorization  Authorization  
 COMPROLLER DATE 6/1/04



STATE OF HAWAII  
RECORDS DISPOSITION AUTHORIZATION

State Archives  
Iolani Palace Grounds, Honolulu, Hawaii 96813

Attention: State Archivist

1. In compliance with Section 94-3 Hawaii Revised Statutes, as amended, I hereby request  Continuous authorization to destroy  
or otherwise dispose of the numbered record items listed below.  Authorization

NO.	FORM NO.	DESCRIPTION	YEARS OR PERIOD		RETENTION
			FROM	THROUGH	
1.		<p>DEPARTMENT OF HEALTH Family Health Services Division Children with Special Health Care Needs Branch</p> <p>Infant &amp; Toddler Service Files</p> <p>Disposition: Retain in office for 1 year. May transfer to State Records Center for remainder of authorized retention period, then destroy.</p>	1990	present	5 years from close of case.

*Nancy L. King*  
\_\_\_\_\_  
Administrator, Family Health Services Division

2. Record items Nos. N/A will be preserved on microfilm in accordance with Section 92-31 Hawaii Revised Statutes.  
It is requested that Record items Nos. N/A be transferred to the State Archives.

3. *Hendine Lee* DEPARTMENT OF HEALTH *Samuel Anderson*  
SIGNATURE OF RECORDS OFFICER AGENCY SIGNATURE OF HEAD OF DEPARTMENT  
DATE: 3/24/99

4. I hereby certify that the records as listed, unless exceptions are listed below, do not appear to be of sufficient value for legal, administrative, or research purposes to warrant further preservation. Exceptions: none

5. Record items Nos. N/A to be transferred to  State Archives  \_\_\_\_\_  
AGENCY

5. Destruction or other disposal, with exceptions indicated, approved. *Raymond H. K...*  Continuous authorization  Authorization  
COMPTROLLER DATE: 4/1/99

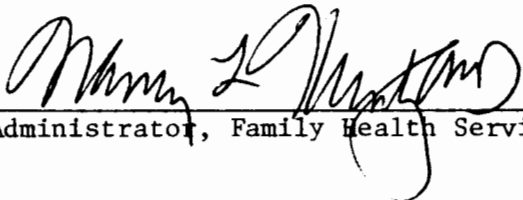
*John J. Jannone*  
STATE ARCHIVIST  
DATE: March 29, 1999

STATE OF HAWAII  
 RECORDS DISPOSITION AUTHORIZATION



State Archives  
 Iolani Palace Grounds, Honolulu, Hawaii 96813


Attention: State Archivist

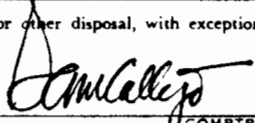
1. In compliance with Section 94-3 Hawaii Revised Statutes, as amended, I hereby request  Continuous authorization to destroy or otherwise dispose of the numbered record items listed below.  Authorization

ITEM NO.	FORM NO.	DESCRIPTION	YEARS OR PERIOD		RETENTION
			FROM	THROUGH	
		The following item on the Records Control Schedule dated December 23, 1980 is hereby revised:			
FHS		DEPARTMENT OF HEALTH Family Health Services Division Children with Special Health Needs Branch			
C-1		Children with Special Health Needs Client Records	1936	present	
(1)		Social Service/Intake Records Disposition: see attached sheet			see attached sheet
(2)		Medical Case History Disposition: see attached sheet			see attached sheet
Authority for Retention: HRS 622-58					
 Administrator, Family Health Services Division					

2. Record items Nos. \_\_\_\_\_ will be preserved on microfilm in accordance with Section 92-31 Hawaii Revised Statutes.  
 It is requested that Record items Nos. \_\_\_\_\_ be transferred to the State Archives.

3.  SIGNATURE OF RECORDS OFFICER  
 DEPARTMENT OF HEALTH AGENCY  
 SIGNATURE OF HEAD OF DEPARTMENT  
 DATE 7-7-95

4. I hereby certify that the records as listed, unless exceptions are listed below, do not appear to be of sufficient value for legal, administrative, or research purposes to warrant further preservation. Exceptions: \_\_\_\_\_  
 \_\_\_\_\_ items Nos. \_\_\_\_\_ to be transferred to  State Archives  \_\_\_\_\_ AGENCY  
 STATE ARCHIVIST  
 DATE 7/20/95

5. Destruction or other disposal, with exceptions indicated, approved.  \_\_\_\_\_  
 Continuous authorization  Authorization  
 Date: 7.21.95

DEPARTMENT OF HEALTH  
Family Health Services Division  
Children with Special Health Needs Branch

**Children with Special Health Needs Client Records**  
item no. FHS C-1

**(1) Social Service / Intake records**

Retention: 7 years from close of case.

Disposition: Retain in Client Record 7 years after close of case, then remove and destroy.

**(2) Medical Case History**

**a. Basic Medical Information**

Retention: Adults: 25 years from date of last entry.

Minors: 25 years from age of majority.

Disposition: Retain in office 7 years from close of case, then segregate from non-basic medical information. Transfer to State Records Center for remainder of retention period.

**b. Non-Basic Medical Information**

Retention: Adults: 7 years from date of last entry.

Minors: 7 years from age of majority.

Disposition: Retain in office 7 years from close of case, then segregate from basic medical information. Destroy adult non-basic medical information. Transfer minor non-basic medical information to State Records Center for remainder of retention period.

STATE OF HAWAII  
RECORDS DISPOSITION AUTHORIZATION

Attention: State Archivist

State Archives  
Iolani Palace Grounds, Honolulu, Hawaii 96813

1. In compliance with Section 94-3 Hawaii Revised Statutes, as amended, I hereby request  Continuous authorization to destroy or otherwise dispose of the numbered record items listed below.  Authorization

NO.	FORM NO.	DESCRIPTION	YEARS OR PERIOD		RETENTION
			FROM	THROUGH	
		<p>DEPARTMENT OF HEALTH Family Health Services Division Children With Special Health Needs Branch Zero-To-Three Hawai'i Project</p> <p>See attached sheet.</p> <p><i>Early Intervention Branch</i></p> <p><i>[Signature]</i> Zero-To-Three Hawai'i Project Administrator</p>			

2. Record items Nos. \_\_\_\_\_ will be preserved on microfilm in accordance with Section 92-31 Hawaii Revised Statutes

It is requested that Record items Nos. \_\_\_\_\_ be transferred to the State Archives

*[Signature]*  
SIGNATURE OF RECORDS OFFICER

DEPARTMENT OF HEALTH  
Zero-To-Three Hawai'i Project  
AGENCY

*[Signature]*  
DATE: 11/21/98  
SIGNATURE OF HEAD OF DEPARTMENT

4. I hereby certify that the records as listed, unless exceptions are listed below, do not appear to be of sufficient value for legal, administrative, or research purposes to warrant further preservation. Exceptions: \_\_\_\_\_

Record items Nos. \_\_\_\_\_ to be transferred to  State Archives  AGENCY \_\_\_\_\_

*[Signature]*  
DATE: Jan. 23, 1998  
STATE ARCHIVIST

5. Destruction or other disposal with exceptions indicated, approved.  Continuous authorization  Authorization

*[Signature]*

Date: 1/26/98



DEPARTMENT OF HEALTH  
 FAMILY HEALTH SERVICES DIVISION  
 CHILDREN WITH SPECIAL HEALTH NEEDS BRANCH  
 ZERO-TO-THREE HAWAII PROJECT

Item	Description of Records	Retention and Disposition
1.	<p><del>Care Coordination Case Records 1989 - Present</del>  <i>Superseded. See SA-1 dated 7/1/04</i></p>	<p><del>Retention: 4 years after close of file.</del>  <del>Disposition: Destroy after cited retention.</del></p>
2.	<p>Inclusion Project Client Files 1994 - Present</p>	<p>Retention: 4 years after close of file.          Disposition: Destroy after cited retention.</p>
3.	<p>Newborn Hearing Screening Program Records          1992 - Present</p> <p>a. Screening Files</p> <p>b. Data base (HiTrack)</p> <p>c. Backup Screening Results</p>	<p>Retention: 3 years after close of screening process.          Disposition: Destroy after cited retention.</p> <p>Retention: Non-Permanent.          Disposition: Delete information in the data base when no longer needed.</p> <p>Retention: Non-Permanent.          Disposition: Destroy when no longer administratively useful, but do not retain longer than 3 years after close of screening process.</p>
4.	<p>Respite Client Files 1995 - Present</p>	<p>Retention: Non-Permanent.          Disposition: Destroy when no longer administratively useful, but generally do not retain longer than 3 years after close of file.</p>
5.	<p>Authorization for Services 1995 - Present</p>	<p>Retention: 4 years after close of file.          Disposition: Destroy after cited retention.</p>

STATE OF HAWAII  
 RECORDS DISPOSITION AUTHORIZATION

State Archives  
 Iolani Palace Grounds, Honolulu, Hawaii 96813

Attention: State Archivist

1. In compliance with Section 94-3 Hawaii Revised Statutes, as amended, I hereby request  Continuous authorization to destroy or otherwise dispose of the numbered record items listed below.  Authorization

ITEM NO.	FORM NO.	DESCRIPTION	YEARS OR PERIOD		RETENTION
			FROM	THROUGH	
FHS		DEPARTMENT OF HEALTH Family Health Services Division Children with Special Health Needs Branch			
C-5		Prenatal Screening Files  Disposition: see attached sheet Restriction: Confidential per HRS 321-331 (9)	1990	present	(see attached sheet)
C-6		Newborn Screening Files  Disposition: see attached sheet Restriction: Confidential per HI Admin. Rules 11-143-12	1987	present	(see attached sheet)

*Mary L. [Signature]*  
 Administrator, Family Health Services Division

2. Record items Nos. \_\_\_\_\_ will be preserved on microfilm in accordance with Section 92-31 Hawaii Revised Statutes.

It is requested that Record items Nos. \_\_\_\_\_ be transferred to the State Archives.

3. *Healdine Lee* SIGNATURE OF RECORDS OFFICER      DEPARTMENT OF HEALTH AGENCY      *Cahin Masaki* SIGNATURE OF HEAD OF DEPARTMENT  
 DATE

4. I hereby certify that the records as listed, unless exceptions are listed below, do not appear to be of sufficient value for legal, administrative, or research purposes to warrant further preservation. Exceptions: \_\_\_\_\_

\_\_\_\_\_ items Nos. \_\_\_\_\_ to be transferred to  State Archives  \_\_\_\_\_ AGENCY  
 DATE: *Mary Alice G. Oles* STATE ARCHIVIST *11/17/94*

5. Destruction or other disposal, with exceptions indicated, approved.  Continuous authorization  Authorization  
*Randy [Signature]* COMPTROLLER      Date: NOV 22 1994

DEPARTMENT OF HEALTH  
Family Health Services Division  
Children with Special Health Needs Branch

FHS C-5 PRENATAL SCREENING FILES

- (1) Data Collection Records  
retention - 1 year from completion of data entry.  
disposition - Retain 1 year from completion of data entry, then destroy.
- (2) Computer Database  
retention - 5 years after completion of data entry.  
disposition - Retain files in database 5 years after completion of data entry, then purge.
- (3) Computer Generated Reports  
retention - 2 years after generation / run date.  
disposition - Retain reports 2 years after generation / run date, then destroy

FHS C-6 NEWBORN SCREENING FILES

- (1) Screening forms and laboratory reports
  - (a) cases with normal results  
retention - 2 years from last entry.  
disposition - Retain in office 2 years from last entry, then destroy.
  - (b) all other cases  
retention - 10 years from close of case.  
disposition - Retain 10 years from close of case, then destroy.
- (2) Computer Database  
retention - As long as administratively necessary.  
disposition - Screening results in database may be transferred from active memory 10 years from date of data entry to inactive memory format. Data in inactive memory format will be retained as long as administratively necessary.
- (3) Computer Generated Reports  
retention - 2 years after generation / run date.  
disposition - Reports may be destroyed 2 years after generation / run date.

RECEIVED  
FHS C-6  
MAY 19 1984

STATE OF HAWAII  
RECORDS DISPOSITION AUTHORIZATION

Attention: State Archivist

State Archives  
Palace Grounds, Honolulu, Hawaii 96813

In compliance with Section 94-3 Hawaii Revised Statutes, as amended, I hereby request  Continuous authorization to destroy  
otherwise dispose of the numbered record items listed below.  Authorization

ITEM NO.	FORM NO.	DESCRIPTION	YEARS OR PERIOD		RETENTION
			FROM	THROUGH	
		Program items as per attached Records Retention Schedule for:  <u>Family Health Services Division</u>  Crippled Children Services Branch  Community Services for the Developmentally Disabled Branch			

Record items Nos. N/A

\_\_\_\_\_ will be preserved on microfilm in accordance with Section 92-31 Hawaii Revised Statutes.

It is requested that Record items Nos. as indicated on attached schedule

\_\_\_\_\_ be transferred to the State Archives

Mysma K. Sen  
SIGNATURE OF RECORDS OFFICER

Department of Health  
AGENCY

Abelene Howard Siro  
for SIGNATURE OF HEAD OF DEPARTMENT

DATE DEC - 3 1980

I hereby certify that the records as listed, unless exceptions are listed below, do not appear to be of sufficient value for legal, administrative, or research purposes to warrant further preservation. Exceptions: items scheduled as "retain" or "permanent"

Record items Nos. as indicated on attached schedule

\_\_\_\_\_ to be transferred to  State Archives

\_\_\_\_\_  
AGENCY

Agnes Conrad  
STATE ARCHIVIST

DATE Dec. 22, 1980

I, \_\_\_\_\_ approved.

Continuous authorization  
 Authorization

[Signature]

Date: 12-23-80

DEPARTMENT OF HEALTH  
 Family Health Services Division  
 Crippled Children Services Branch

Item No.	Description	Retention
FHS		
C-1	CCB Client Records (1) <u>Intake into DOH system</u> : referral for services, face sheet, consents  (2) <u>Case History</u> : (a) <u>Diagnosis</u> : discharge summary from agency referring, recommendations for treatment, diagnostic reports  (b) <u>Treatment/training</u> : reports from physicians, therapists; evaluations of progress. Correspondence: referrals, referral summaries. Requests for provision of treatment, authorizations, height/weight/head circumference  (c) <u>Close of episode</u>  (3) <u>Close of case, discharge</u> Discharge summary, discharge recommendation, Report of movement/termination	C-1 Total retention: 30 years after last entry/discharge. Transfer to Records Center 5 years after discharge/last entry. Retain at Records Center until 30 years after discharge/last entry.  <div style="text-align: right; margin-right: 50px;">             Item C-1              revised by              SA-1 dated              7/21/95.           </div> <div style="text-align: right; margin-right: 50px;">             792           </div>
C-1a	Non-"Permanent" Records: training progress logs, flow sheets	C-1a Destroy 1 year after evaluation or summary made, or upon discharge whichever is earlier.
C-2	Patient Registration and Services Summary Card	Permanent. May microfilm after destruction of case record noted on card.
C-3	Test Booklets	Destroy after 5 years old.
C-4	X-ray films	If child transferred to the care of a private physician, transfer x-ray film with child. All others: retain 2 years after discharge, then return to hospital, except for x-ray films retained for teaching purposes.

DEPARTMENT OF HEALTH  
 Family Health Services Division  
 Community Services for the Developmentally Disabled Branch

Item No.	Description	Retention
FHS-DD	<u>Child Study Section</u>	
	<i>[ moved to Developmental Disabilities Div. ]</i>	
CS-1	Child Development Clinics, Records of Evaluation and Diagnosis	
	(a) Evaluation and Diagnosis done for DOH agency	(a) Destroy copies of evaluation done for DOH agencies 5 years after evaluation completed.
	(b) Evaluation and Diagnosis done for non-public health provider of services	(b) Total retention: 30 years after evaluation made. May transfer to Records Center 5 years after evaluation made. Retain at Records Center until 30 years after evaluation made.
CS-2	Non-"Permanent" Records of Evaluation and Diagnosis: test booklets, flow sheets and logs	Destroy 5 years after evaluation completed.
CS-3	Index to Clients Serviced	Permanent.
	<u>Diagnostic Observation Center</u>	
CS-4	Individual Case Files: originals of social, psychological, speech/language evaluation reports, intake, correspondence, consents	Destroy when 25 years old. May send to Records Center after 2 cu. ft. build up of inactive records.
CS-5	Daily Program ("black book"): daily activity schedule, daily data sheets, logs of observations, program summaries	Destroy when 1 year old.
CS-6	Raw data sheets of observations on special problems (severe problems where intensive observation necessary)	Destroy when 1 year old, unless longer retention requested by research component.
CS-7	Index of clients serviced	Permanent.

Item No.	Description	Retention
<u>Community Programs Section</u>		
CP-1	Infant Development Programs Child Development Programs Case History Records	Total retention: 30 years after discharge/last entry.
	(1) Intake into DOH system: face sheet, letter or other document from outside agency referring child to program and case history summary. (Do not file copies of charts from outside agencies) Intake action	Retain in office 2 years after discharge/last entry, then may ship to Records Center until 30 years after last entry.
	(2) Case History (a) Diagnosis: assessments and evaluations, inter-disciplinary conference summary (may be from Child Study Section) (b) Treatment/training: correspondence with cooperating physicians or agencies re/ treatment, therapist's treatment reports, social work assessments	
	(c) Referral to CCB <u>or</u>	
	(3) Close of case, discharge summary	
CP-2	Index to Clients Serviced	Permanent.
CP-3	Non-"Permanent" forms	
	(3a)(1) Copy of face sheet and emergency card retained for reference if Case History Record is out	(3a) Destroy upon discharge.
	(2) Early Learning Profile	
	(3) Activity Sheets	
	(3b)(1) Misc.: copies of WIC certification, diet program notes, field study permission slips, correspondence not of a clinical nature, consent forms for non-medical procedures	(3b) Destroy upon discharge.
	(2) Social/Psy: Back-up data for evaluations and reports. Parents' Attitude Surveys	
	(3) Medical: Back-up data for reports, data from outside agencies used by this agency in determining treatment plans, growth charts, P.T. prescriptions	
	(4) Test: test booklets	

Item No.	Description	Retention
(3c)(5)	Treatment Program: Treatment Plans	(3c) Destroy 1 year after evaluation or summary of progress made, or upon discharge, whichever is earlier.
(6)	Observation and Progress Notes, Flow sheets	