

**DEPARTMENT OF HEALTH  
FAMILY HEALTH SERVICES DIVISION  
MATERNAL & CHILD HEALTH 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.

**Maternal and Child Health Branch.** The Maternal and Child Health Branch assures the optimal health of individuals and their families by providing quality preventive and interventive health services through a variety of strategies that focus on core public health functions through community partnerships and collaboration. Services addressing primary care, family planning, perinatal, optimal child health, and family support are provided. Surveillance activities monitor pregnancy and birth outcomes, infant and children's deaths, and screen for lead in children, depression in pregnant and postpartum women, and substance use and violence that impact families' lives.

Coordination with the Department of Education focuses on improving the health of students (and secondarily their families) through enhanced networking, planning, and resource development. Specific programs overseen by the Branch include Healthy Start, BabySAFE, Parentline, community provider contracts, and the Child Death Review, among others.

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

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	
2		DEPARTMENT OF HEALTH Family Health Services Division Maternal & Child Health Branch Children and Youth Wellness (CYW) Section  Child Lead Risk Questionnaire  *CDC - Center for Disease Control  Disposition: Destroy after cited retention.	1997	Present	1 year from transmittal to the CDC*

*Arhea W. Kamay*  
Maternal & Child Health Branch Chief

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. *Arhea W. Kamay* SIGNATURE OF RECORDS OFFICER  
DEPARTMENT OF HEALTH AGENCY  
*Cheryl P. Adams* SIGNATURE OF HEAD OF DEPARTMENT  
DATE JUN 16 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 6/28/2004  
*Susan Shaner* STATE ARCHIVIST

5. Destruction or other disposal, with exceptions indicated, approved.  Continuous authorization  
 Authorization  
*Russ K. Sait* COMPTROLLER  
Date: 6/29/04

STATE OF HAWAII  
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ITEM NO.	FORM NO.	DESCRIPTION	YEARS OR PERIOD		RETENTION
			FROM	THROUGH	
1		DEPARTMENT OF HEALTH Family Health Services Division Maternal & Child Health Branch Children and Youth Wellness (CYW) Section  Childhood Lead Poisoning Prevention Program (CLPPP) Records  Disposition: Destroy now.	1992	1997	5 years from close of file.

*Alysha M. Kamau*  
Maternal & Child Health Branch Chief

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. *Stephan Lee* DEPARTMENT OF HEALTH *Chynne Padilla*  
SIGNATURE OF RECORDS OFFICER AGENCY SIGNATURE OF HEAD OF DEPARTMENT  
DATE JUN 16 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 *Susan Shaner*  
 AGENCY STATE ARCHIVIST  
DATE 6/28/2004

5. Destruction or other disposal, with exceptions indicated approved. *Russ K. Saito*  Continuous authorization  Authorization  
COMPTROLLER Date: 6/29/04

STATE OF HAWAII  
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Iolani Palace Grounds, Honolulu, Hawaii 96813

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A NO.	FORM NO.	DESCRIPTION	YEARS OR PERIOD		RETENTION
			FROM	THROUGH	
1.		DEPARTMENT OF HEALTH Family Health Services Division Maternal and Child Health Branch  PRAMS (Pregnancy Risk Assessment Monitoring System) Survey forms  Disposition: Retain in office for remainder of authorized retention period, then destroy.	1999	present	5 years from receipt of data set.
2.		PRAMS Database  Disposition: Purge when no longer needed for administrative purposes.	1999	present	As long as administratively necessary, but no longer than 10 years from end of project funding period.

*Ellen Matori*  
\_\_\_\_\_  
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. *Stephen Lee* DEPARTMENT OF HEALTH *Samuel H. ...*  
SIGNATURE OF RECORDS OFFICER AGENCY SIGNATURE OF HEAD OF DEPARTMENT  
DATE: 7/15/02

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: 9/4/02  
*Carol D. Silva*  
Acting STATE ARCHIVIST

5. Destruction or other disposal, with exceptions indicated, approved.  Continuous authorization  Authorization  
*Mary Alice Sevens* Date: Sept 4, 2002  
COMPTROLLER

STATE OF HAWAII  
RECORDS DISPOSITION AUTHORIZATION

State Archives  
Iolani Palace Grounds, Honolulu, Hawaii 96813

Attention: State Archivist

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A NO.	FORM NO.	DESCRIPTION	YEARS OR PERIOD		RETENTION
			FROM	THROUGH	
1.		<p>DEPARTMENT OF HEALTH Family Health Services Division Maternal and Child Health Branch</p> <p>Midwife Licensing Records</p> <p>Disposition: All records may be immediately destroyed.</p> <p>(NOTE: <u>Session Laws of Hawaii - Regular Session 1998, Act 279</u>, transferred the licensing of midwives to the Board of Nursing under the Dept. of Commerce and Consumer Affairs. Therefore, after 1999, the Midwife Records maintained by the Dept. of Health became obsolete.)</p> <p><i>Allen Matiri</i> Administrator, Family Health Services Div.</p>	1992	1999	Destroy.

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. *Sheldine Lee* SIGNATURE OF RECORDS OFFICER DEPARTMENT OF HEALTH AGENCY *Samuel Adkins* SIGNATURE OF HEAD OF DEPARTMENT DATE 7/15/02

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 *Carol B. Silva* ACTING STATE ARCHIVIST DATE 9/24/02

5. Destruction or other disposal, with exceptions indicated, approved. *Mary Ann Evans* COMPTROLLER  Continuous authorization  Authorization Date: Sept 4, 2002

STATE OF HAWAII  
RECORDS DISPOSITION AUTHORIZATION

State Archives  
Iolani Palace Grounds, Honolulu, Hawaii 96813

Attention: State Archives

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	
		Program items as per attached Records Retention Schedule for:  <u>Family Health Services Division</u> Maternal and Child Health 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.

*Mylene K. Sen*  
SIGNATURE OF RECORDS OFFICER

Department of Health  
AGENCY

*A. Beaman*  
FOR SIGNATURE OF HEAD OF DEPARTMENT

DATE

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

my Nos. as indicated on attached schedule

to be transferred to  State Archives

AGENCY

DATE

*Agnes Conrad*  
STATE ARCHIVIST  
*Sept 19, 1979*

Disposition or other disposal, with exceptions indicated, approved:

Continuous authorization  
 Authorization

*[Signature]*

SEP. 21 1979

Date:

DEPARTMENT OF HEALTH

Family Health Services Division  
Maternal and Child Health Branch

Item No.	Description	Retention
<u>Administration</u>		
FHSM		
<del>A-1</del>	<del>Nurse-Midwife Licensees: applications, renewals and support documents</del>	<del>Permanent. Retain in office.</del>
	Sec SA-1 dated 9/4/2002	
<u>Office of Family Planning</u>		
OFP-1	Contracts (duplicate copies) with Family Planning Services Providers. Contracts over \$4000.	Destroy when 5 years old.
OFP-2	Fiscal records (carbon, info copies)	May destroy when 3 years old.
OFP-3	Patient Record Card for Services rendered by and billings received from private physicians	Retain cards for 2 years after program on computer.
OFP-4	Patient summaries: status, services, statistics (computer printout)	
	a) Monthly and quarterly	a) Destroy when annual report comes out.
	b) Annual	b) Destroy when 5 years old.
	c) Raw data sheets (during period of initial programming and debugging)	c) Destroy 2 years after on computer.
<u>Office of Family Planning</u>		
<u>Rural Oahu Family Planning Project</u>		
<del>FP-1</del>	<del>Patient's Medical Records</del>	<del>Total retention: indefinite, but at least 30 years after last entry/discharge. Transfer to inactive upon discharge or if patient has not shown up for 1 year. May transfer to Records Center 4 years after discharge (same as 5 years after last entry). Reevaluate retention in 1995.</del>
FP-2	Master card file	Permanent.
FP-3	Narrative reports, studies, tables, tabulations and correspondence showing history of project.	Permanent. Transfer to Archives 10 years after close of project.

Office of Family Planning  
Rural Oahu Family Planning Project (contd.)

Item No.	Description	Retention
FP-4	Fiscal records (carbon information copies)	May destroy when 3 years old.
FP-4a	Medicaid Billings (Physician's report of services rendered)	May destroy 1 year after claim has been settled.
<u>Waimanalo Children and Youth Maternity and Infant Care Project/Clinics</u>		
[ NOTE: Program ended in 1992 ]		
MW-1	Fiscal records (carbon information copies)	May destroy when 3 years old.
MW-1a	Medicaid Billings (Physician's report of services rendered. Provider copy)	May destroy 1 year after claim has been settled.
MW-1b	Request for services a) Copy in patient's case file b) Project administration copy	a) May destroy before case file is transferred to storage. b) Destroy when no longer needed to support P.O.
<del>MW-2</del>	<del>Patient Records: Maternity and Postnatal Care, Family Planning, Cancer Detection</del>	<del>Total retention: indefinite, but at least 30 years after last entry. May transfer to Records Center 10 years after last entry. Reevaluate retention in 1995.</del>
<del>MW-3</del>	<del>Patient Records: High Risk Infants, Pediatric Clinic</del>	<del>Total retention: indefinite, but at least until child is 25 years old. May transfer to Records Center 5 years after automatic discharge at age 16 (when patient is 21 years old). Retain at Records Center until patient is 25 years of age. Reevaluate retention in 1995.</del>
<u>Maternity, Infant Care and Family Planning Clinics</u>		
MN-1	Fiscal Records (carbon information copies)	May destroy when 3 years old.
MN-1a	Medicaid Billings (Physician's Report of Services Rendered. Provider copy)	May destroy 1 year after claim has been settled.

Maternity, Infant Care and Family Planning Clinics (contd.)

Item No.	Description	Retention
MN-1b	Request for service a) Copy in patient's case file b) Project administration copy	a) May destroy before case file is transferred to storage. b) Destroy when no longer needed to support P.O.
<u>Nanakuli Maternity, Infant Care and Family Planning Clinic</u>		
<del>MN-2</del>	<del>Patient records: Maternity and Postnatal Care, Family Planning, Cancer Detection</del>	<del>Total retention: indefinite, but at least 30 years after last entry. May transfer to Records Center 5 years after last entry/discharge. Reevaluate retention in 1995.</del>
MN-3	Patient records: High Risk Infants	Total retention: indefinite, but at least 30 years after discharge. Reevaluate retention in 1995.
<u>Children and Youth Services Section</u> <u>Preschool Screening Program</u>		
CPS-1	Participating Preschools Folders a) Check lists b) Class lists, correspondence, tests, summary sheets, tabulations of data, parental consent forms	a) Destroy 1 year after summarized. b) Destroy 5 years after the end of the school year to which they pertain.
CPS-2	Case charts for children evaluated because screening results fell outside normal range, who are not referred out.	Total retention: 25 years after discharge. May transfer to Records Center 5 years after discharge.
<u>Early and Periodic Screening, Diagnosis and Treatment. Medicaid Eligible Children Screening Program</u> [EPSTD program terminated in December 1990.]		
<del>CMS-1</del>	<del>Patient Records</del>	<del>Total retention: 30 years after last entry/discharge. May transfer to Records Center 5 years after last entry or at time of final discharge upon child's reaching 21 years of age.</del>
CMS-2	Screening Invoice (provider copy)	May destroy 1 year after claim has been settled.

Early and Periodic Screening, Diagnosis  
and Treatment. Medicaid Eligible Children  
Screening Program (contd.)

Item No.	Description	Retention
CMS-3	Patient Summaries (computer printout) a) Monthly and quarterly  b) Annual	a) Destroy when annual report comes out. b) Total retention: 10 years. May send to Records Center when 5 years old. Retain at Records Center until 10 years old.