

**DEPARTMENT OF HEALTH
OFFICE OF HEALTH STATUS MONITORING**

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

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General Administration
(Reporting to the Deputy Director of Health)

Health Status Monitoring Office

The Health Status Monitoring Office develops and maintains reports of health status of Hawaii's people. The Office issues marriage licenses; keeps records of birth certificates, death certificates, and other vital records; and provides assistance in genealogical searches.

Marumoto, Claire. *Guide to Government in Hawaii (Twelfth Edition)*. Honolulu, Hawaii: Legislative Reference Bureau, June 2002, pg. 74.

STATE OF HAWAII
RECORDS DISPOSITION AUTHORIZATION

State Archives
Iolani Palace Grounds, Honolulu, Hawaii 96813

Attention: State Archivist

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.		DEPARTMENT OF HEALTH Office of Health Status Monitoring Records of Marriage Officiants Disposition: Records may be captured and stored on another lasting media (e.g., microfilm) as long as copy is able to satisfy retention requirements. Originals may be destroyed after microfilming.	1943	Present	Permanent
2.		Home Birth Registration Files Disposition: Same as above.	1977	Present	Permanent
3.		Cause of Death Queries Disposition: Same as above.	1955	Present	Permanent

Alvin T. Onaka

Chief, Office of Health Status Monitoring

2. Record items Nos. 1, 2, and 3

may

~~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.

Suzanne Lee
SIGNATURE OF RECORDS OFFICER

DEPARTMENT OF HEALTH

AGENCY

Joel Kadohiro
SIGNATURE OF HEAD OF DEPARTMENT

DATE:

7/9/03

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: 1, 2, and 3

Record items Nos. N/A

to be transferred to State Archives

AGENCY

DATE:

Susan Swann
STATE ARCHIVIST
OCT 7 2003

5. Destruction or other disposal, with exceptions indicated, approved.

Russ K Sarte
COMPTROLLER

Continuous authorization
 Authorization

Date:

10/8/03

STATE OF HAWAII
RECORDS DISPOSITION AUTHORIZATION

RECEIVED SEP 10 2003

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	
4.		<p>DEPARTMENT OF HEALTH Office of Health Status Monitoring</p> <p>Designation of Surname Files</p> <p>Disposition: Records may be captured and stored on another lasting media (e.g., microfilm) as long as copy is able to satisfy retention requirements. Originals may be destroyed after microfilming.</p>	1979	1999	10 years from date filed.

Alvin T. Onaka
Chief, Office of Health Status Monitoring

2. Record items Nos. 1 may ~~not~~ 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. *Geraldine Lee* DEPARTMENT OF HEALTH *Paul Kadokura*
SIGNATURE OF RECORDS OFFICER AGENCY SIGNATURE OF HEAD OF DEPARTMENT
DATE: 9/9/03

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: 1

Record items Nos. N/A to be transferred to State Archives *Susan Shaner*
 AGENCY STATE ARCHIVIST
DATE: 10/18/03

5. Destruction or other disposal, with exceptions indicated, approved. *Russ K Saito* Continuous authorization Authorization
COMPTROLLER DATE: 10/18/03

STATE OF HAWAII
RECORDS DISPOSITION AUTHORIZATION

State Archives
Palani 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 items are hereby added to the Records Retention Schedule dated May 14, 1980 for:			
		DEPARTMENT OF HEALTH Health Resources Administration Division Office of Health Status Monitoring			
VDR-10		Index to Certificates of Foreign Birth	3/81	Present	Permanent
VDR-11	RS81-1	Original Certificates of Foreign Birth: Name of registration, date and place of birth, parents' names and personal particulars. Disposition: May microfilm when two years old. Agency prefers to retain original certificates. Restrictions: Restricted under Section 338-18, HRS. Identified as: Vital records.	6/87	Present	Permanent
VDR-12		Sealed Adoption File: Certificate of Adoption, Decree of Adoption Restrictions: Restricted under Section 338-20.5, HRS. Identified as: Vital records.	6/87	Present	Permanent

Alvin T. Onaka
Assistant Chief and State Registrar, OHSM
[Signature]
Deputy Director, Health Resources Administration Div.

2. Record items Nos. VDR-11 will be preserved on microfilm in accordance with Section 92-31 Hawaii Revised Statutes. It is requested that Record items Nos. Master microfilm shall be stored at the State Records Center.

_____ be transferred to the State Archives.

3. [Signature] DEPARTMENT OF HEALTH [Signature]
SIGNATURE OF RECORDS OFFICER AGENCY 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: _____

Record items Nos. _____ to be transferred to State Archives _____ AGENCY

5. Destruction or other disposal with exceptions indicated, approved. [Signature] CONTROLLER Continuous authorization Authorization
DATE: Mar. 13, 1991 3/13/91
DATE: _____ STATE ARCHIVIST

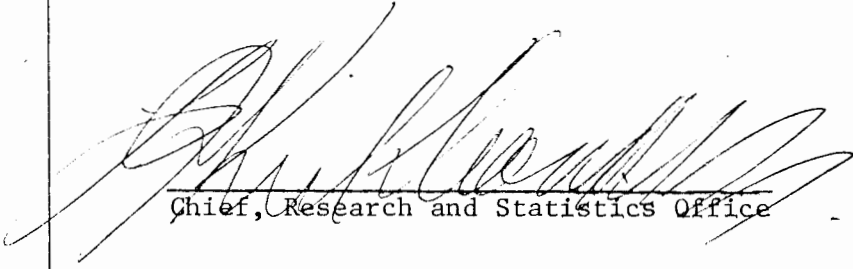
STATE OF HAWAII
RECORDS DISPOSITION AUTHORIZATION

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 otherwise dispose of the numbered record items listed below. Authorization

I.D.	FORM NO.	DESCRIPTION	YEARS OR PERIOD		RETENTION
			FROM	THROUGH	
RSO-VCR-7		SA-1 dated May 14, 1980 relating to Vital Records Section, Research and Statistics Office, is revised as follows: Hawaii Burial/Transit Permits and Stubs			*
RSO-VM-1(b)		Marriage License Applications and Affidavits (originals) *Destroy after 1 year old. **Permanent. Microfilm when 2 years old and destroy originals after microfilming.			**


Chief, Research and Statistics Office

2. Record items Nos. RSO-VM-1(b) will be preserved on microfilm in accordance with Section 92-31 Hawaii Revised Statutes.

It is requested that Record items Nos. RSO-VM-1(b) Master negatives will be transferred to the State Archives.

3. Myrna K. Sen Department of Health Jay Nakamoto
SIGNATURE OF RECORDS OFFICER AGENCY SIGNATURE OF HEAD OF DEPARTMENT
DATE: For 3/15/88

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: N/A

ins Nos. N/A to be transferred to State Archives John G. Tammara
AGENCY STATE ARCHIVIST
DATE: 3/22/88

5. Destruction or other disposal with exceptions indicated, approved. Continuous authorization Authorization
[Signature] DATE: 3/22/88
COMPTROLLER

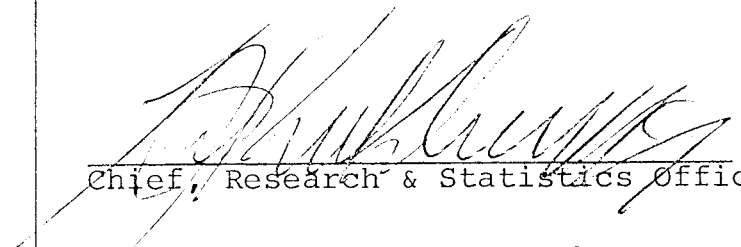
STATE OF HAWAII
RECORDS DISPOSITION AUTHORIZATION

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
therwise dispose of the numbered record items listed below. Authorization

J.	FORM NO.	DESCRIPTION	YEARS OR PERIOD		RETENTION
			FROM	THROUGH	
		<u>Research & Statistics Office</u> Vital Records Maintained by Certified Copies Unit			
	RSO-VR-4	Intentional Termination of Pregnancy Report			Permanent Microfilming authorized. Original (hard copies) will be destroyed 2 years after microfilming.

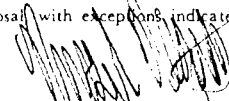

Chief, Research & Statistics Office

2. Record items Nos. RSO-VR-1, RSO-VR-2 and RSO-VR-4
will be preserved on microfilm in accordance with Section 92-31 Hawaii Revised Statutes.
It is requested that Record items Nos. RSO-VR-1, RSO-VR-2 and RSO-VR-4
Master negatives may be transferred to the State Archives.

3. Myra L. Sen SIGNATURE OF RECORDS OFFICER
Department of Health AGENCY
FOR 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: N/A

5. Nos. N/A
to be transferred to State Archives
 AGENCY
Acting STATE ARCHIVIST
DATE Sept. 2, 1987

5. Destruction or other disposal with exceptions indicated, approved.  Continuous authorization
 Authorization
Date: 9/4/87

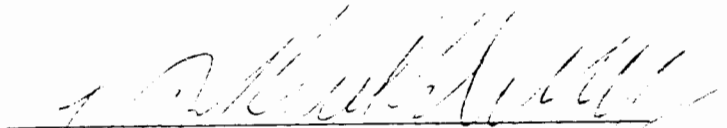
STATE OF HAWAII
 RECORDS DISPOSITION AUTHORIZATION

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	
	RSO-VH-1	Revision to Retention Schedule: Department of Health Research and Statistics Office Health Surveillance Program Health Surveillance Questionnaires			2 years

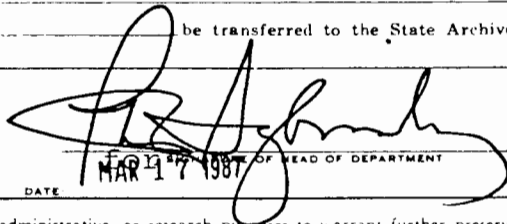

 Chief, Research and Statistics Office

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

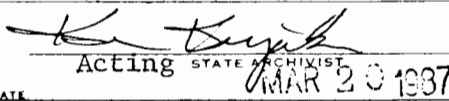
3. be transferred to the State Archives.



 SIGNATURE OF RECORDS OFFICER

Department of Health
 AGENCY


 DATE MAR 17 1987
 STATE ARCHIVIST

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 _____

 Acting STATE ARCHIVIST
 DATE MAR 20 1987

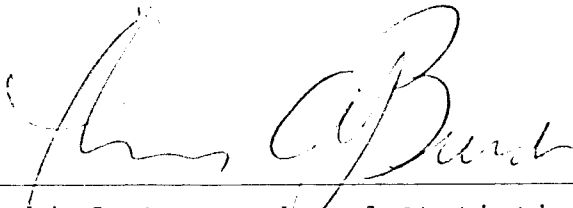
5. Destruction or other disposal, with exceptions indicated, approved. 
 COMPTROLLER
 Continuous authorization
 Authorization
 Date: 3/23/87

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 otherwise dispose of the numbered record items listed below. Authorization

O	FORM NO.	DESCRIPTION	YEARS OR PERIOD		RETENTION
			FROM	THROUGH	
		Changes to program items as per attached Record Retention Schedule for: Research and Statistics Office			
	VCC-1	Undeliverable Certified Copies (mail returned to sender)			6 months
	VCC-2	Lists of vital events posted and sent to newspapers for publication			1 month
	VTY-1	Requests for paid certified copies: Correspondence, order blanks, bad checks made good file, including journal vouchers to adjust accounts for bad checks.			1 year
		 Chief, Research and Statistics Office			

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. Myra K. Sew Department of Health James S. Thurston
SIGNATURE OF RECORDS OFFICER AGENCY SIGNATURE OF HEAD OF DEPARTMENT
DATE MAR 16 1984

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: _____

_____ to be transferred to State Archives _____
AGENCY Ruth S. Alameda
DATE 3/28/84 STATE ARCHIVIST

5. Destruction or other disposal, with exceptions indicated, approved. Continuous authorization Authorization
John A. ... COMPTROLLER APR 3 1984
DATE

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	
		Program items as per attached Records Retention Schedule for: Research and Statistics Office			

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.

Mynna K. Sen
SIGNATURE OF RECORDS OFFICER

Department of Health
AGENCY

Abelina M. Shaw
IOI SIGNATURE OF HEAD OF DEPARTMENT
DATE 4/5/80

3. 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"

4. items Nos. N/A to be transferred to State Archives _____ AGENCY. *Agnes Conrad* STATE ARCHIVIST DATE 5/8/80

5. Destruction or other disposal, with exceptions indicated, approved *[Signature]* Continuous authorization Authorization. MAY 14 1980 ~~MAY 4 1980~~

DEPARTMENT OF HEALTH
Research and Statistics Office

Item No.	Description	Retention
RSO-	<u>Vital Records Maintained by Certified Copies Unit</u>	
VR-1	Indexes	Permanent. May microfilm security copy. May microfilm search copy.
VR-2	Vital Records and Certificates	Permanent. May microfilm security copy. May microfilm search copy.
VR-3	Local Registrar copies of Vital Records	Retain.
	<u>Current Registration Unit</u>	
VCR-1	Indexes to Licensed Cemeteries and Crematories, Licensed Marriage Officiants, Temporary Licensed Physicians	Destroy card after cemetery or crematory terminates or goes out of business; after Marriage Officiant terminates license or dies; after Physician's name appears on Roster of Licensed Physicians
VCR-2	Outside Island Registrar's Transmittal Statements, accompanying certificates	Destroy 1 year old.
VCR-3a	Vital Statistics Checklist	3a) Destroy 1 year old.
-3b	Vital Statistics Ledger	3b) Permanent.
VCR-4	Microfilm shipped to National Center for Health Statistics; Checklist/transmittals	Destroy 10 years old.
	<u>Burial/Transit Permits Records</u>	
VCR-5	Korean War Dead and Out-of-State Deaths: index to permits	Permanent.
VCR-6	Out-of-State forms: Burial/Transit Permits	Destroy 3 years old.
VCR-7	Hawaii Burial/Transit permits and stubs	Destroy 3 years old.
	<i>Superseded. See SA-1 dated 3/22/88, Item RSO-VCR-7.</i>	

Item No.	Description	Retention
RSO-	<u>Delayed Registration Unit</u>	
VDR-1	Index to Delayed Certificates of Birth	Permanent. May microfilm for security copy.
VDR-2	Delayed Certificates of Birth Documentary Evidence	Permanent. Make photocopies or microfilm copies. (1) After copies reproduced, return documents to sender. (2) If not possible to return documents to sender, retain documents that are <u>originals</u> permanently. (3) If not possible to return documents to sender, and all evidence is reproduced on microfilm, may destroy documents that are <u>certified copies</u> or <u>abstracts</u> after 7 years old. (4) If not possible to return documents to sender, and evidence file is hard copy, retain <u>originals</u> , <u>certified copies</u> , and <u>abstracts</u> in lieu of photocopies on file.
VDR-3	Delayed Marriage Certificates Documentary Evidence	Permanent. Make photocopies or microfilm copies. (1) After copies reproduced, return documents to sender. (2) If not possible to return documents to sender, retain documents that are <u>originals</u> permanently. (3) If not possible to return documents to sender, and all evidence is reproduced on microfilm, may destroy documents that are <u>certified copies</u> or <u>abstracts</u> after 7 years old. (4) If not possible to return documents to sender, and evidence file is hard copy, retain <u>originals</u> , <u>certified copies</u> and <u>abstracts</u> in lieu of photocopies on file.
VDR-4	Judicial Finding and Declaration by a court of record that a person is dead: certified copies of court orders, petitions for filing of death certificate.	Permanent. May microfilm security copy. May microfilm search copy.
VDR-5	Certificates that No Record of Alleged Vital Event has been found (duplicate copy)	Permanent.

Item No.	Description	Retention
RSO-	<u>Certificates of Hawaiian Birth</u>	
VDR-6	Certificates of Hawaiian Birth Index	Permanent. May microfilm security copy. May microfilm search copy. May transfer a microfilm search copy to State Archives after events therein are over 75 years old.
VDR-7	Certificates of Hawaiian Birth	Permanent. May microfilm security copy. May microfilm search copy. May transfer a microfilm search copy to State Archives after events therein are over 75 years old.
VDR-8	Certificate of Hawaiian Birth Documentary Evidence	Retain. May microfilm security copy. If a specific document in this file is used as documentary evidence for issuance of a Delayed Birth Certificate, transfer to Documentary Evidence file for Delayed Birth Registration. (See VDR-4) May not request disposition for documents remaining in this file until the legislature repeals the legal provisions for renewal of the Certificate of Hawaiian Birth.
VDR-9	Official Statements of Probable Hawaiian Birth file: statements, applications, evidence <i>items VDR-10, 11 & 12 added per SA-1 dated 3/13/91. R.L</i>	Retain. May microfilm security copy. If a specific document in this file is used as documentary evidence for issuance of a Delayed Birth Certificate, transfer to Documentary Evidence file for Delayed Birth Registration. (See VDR-4) May not request disposition for documents remaining in this file until the legislature repeals the legal provisions for renewal of the Certificate of Hawaiian Birth.
	<u>Corrections Unit</u>	
VC-1	Sealed Documents	Permanent.
VC-2	Court Orders for Release of Sealed Documents	Permanent.
VC-3	Amendments to Vital Records Documentary Evidence	1. Permanent. Make photocopies or microfilm copies. 2. After copies reproduced: (a) return documents to sender within 3 years of amendment of certificate.

Item No.	Description	Retention
RSO-		<p style="text-align: right;">documents</p> <p>(b) if not possible to return/to sender, : (1) retain documents that are <u>originals</u> permanently; (2) if evidence file is on microfilm, may destroy <u>certified copies</u> or <u>abstracts</u> after 7 years old; (3) if evidence file is hard copy, retain <u>originals</u>, <u>certified copies</u> and <u>abstracts</u> unreturnable to sender in lieu of photocopies on file.</p>
VC-4	Change of Name Amendments to Vital Records Documentary Evidence	<ol style="list-style-type: none"> 1. Permanent. Make photocopies or microfilm copies. 2. After copies reproduced: <ol style="list-style-type: none"> (a) return documents to sender within 3 years of amendment of certificate. (b) if not possible to return documents to sender, : (1) retain documents that are <u>originals</u> permanently; (2) if evidence file is on microfilm, may destroy <u>certified copies</u> or <u>abstracts</u> after 7 years old; (3) if evidence file is hard copy, retain <u>originals</u>, <u>certified copies</u> and <u>abstracts</u> unreturnable to sender in lieu of photocopies on file.
VC-5	<p>Late Birth Registration Documentary Evidence</p> <p>Affidavits (under obsolete regulation PHR-14)</p> <p>Notarized Statements in cases where birth certificate has no attendant's signature; and other documentary evidence</p>	<ol style="list-style-type: none"> 1. Permanent. Make photocopies or microfilm copies. 2. After copies reproduced: <ol style="list-style-type: none"> (a) return documents to sender within 3 years of the amendment of certificate. (b) if not possible to return documents to sender, : (1) retain documents that are <u>originals</u> permanently; (2) if evidence file is on microfilm, may destroy <u>certified copies</u> or <u>abstracts</u> after 7 years old; (3) if evidence file is hard copy, retain <u>originals</u>, <u>certified copies</u> and <u>abstracts</u> unreturnable to sender in lieu of photocopies on file.

Item No.	Description	Retention
RSO-		
VC-6	Late Divorce Registration Affidavits	1. Permanent. Make photocopies or microfilm copies. 2. After copies reproduced: (a) return documents to sender within 3 years of amendment of certificate. (b) if not possible to return documents to sender, : (1) retain documents that are <u>originals</u> permanently; (2) if evidence file is on microfilm, may destroy <u>certified copies</u> or <u>abstracts</u> after 7 years old; (3) if evidence file is hard copy, retain <u>originals</u> , <u>certified copies</u> and <u>abstracts</u> unreturnable to sender in lieu of photocopies on file.
VC-7	Late Marriage Registration Affidavits; Late Death Registration Affidavits	1. Permanent. Make photocopies or microfilm copies. 2. After copies reproduced: (a) return documents to sender within 3 years of amendment of certificate. (b) if not possible to return documents to sender, : (1) retain documents that are <u>originals</u> permanently; (2) if evidence file is on microfilm, may destroy <u>certified copies</u> or <u>abstracts</u> after 7 years old; (3) if evidence file is hard copy, retain <u>originals</u> , <u>certified copies</u> and <u>abstracts</u> unreturnable to sender in lieu of photocopies on file.

Certified Copies Unit

VCC-1	Undeliverable Certified Copies (mail returned to sender)	Destroy 7 years old. Superseded. See SA-1 dated 4/3/84, Item VCC-1
VCC-2	Lists of Vital Events posted and sent to newspapers for publication	Destroy 1 year old. Superseded. See SA-1 dated 4/3/84, Item VCC-2
VCC-3	Disinterment Permits Records: applications and permits	Destroy 6 years old.

Item No.	Description	Retention
RSO-	<u>Marriage License Unit</u>	
VM-1	Marriage License Agent's Records	
	(a) Notice of appointment, work reports, correspondence, receipts for books issued, accounting records	(a) May destroy 3 years after agent's termination and subsequent audit.
	(b) Marriage License Applications and Affidavits (originals)	(b) Retain. May microfilm.
	<i>Superseded. See SA-1 dated 3/22/88, Item RSO-VM-1(b)</i>	
	(c) Comptroller's Summary Reports	(c) Destroy 6 years old.
	<u>Typing Unit</u>	
VTY-1	Requests for paid certified copies: correspondence, order blanks, bad checks made good file, including journal vouchers to adjust accounts for bad checks	Destroy 6 years old.
		<i>Superseded. See SA-1 dated 4/3/84, Item VTY-1.</i>
VTY-2	Requests for free certified copies	Destroy 1 year old.
VTY-3	Cause of Death Documentary Evidence for insertion of cause of death on Death Certificate	Permanent. May microfilm security copy.
	<u>Research and Statistics Unit</u>	
VS-1	Reports, statistical surveys	Permanent.
VS-2	Raw Data	Destroy 20 years old.
VS-3	Transcripts of Out-of-State Vital Events	Destroy 2 years old.
	<u>Health Surveillance Program</u>	
VH-1	Health Surveillance Questionnaires	Destroy 5 years old.
		<i>Superseded. See SA-1 dated 3/23/87, Item RSO-VH-1.</i>
	<u>Tumor Register</u>	
VT-1	Logs of all data input to computer: individual case data	Permanent.
VT-2	Manual index to individual cases	Purge upon death.
VT-3	Data input forms, data duplicated on Log and magnetic media	Destroy when no longer of use, retaining no more than 2 years.
VT-4	Statistical Abstracts of area-wide data (not individual case abstracts)	Retain 1 record copy, destroy rest.