

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	
		<p>DEPARTMENT OF HEALTH Family Health Services Division Children with Special Health Needs Branch Genetics Program</p> <p>FHS C-6 Newborn Screening Files (1) Screening forms and laboratory reports (a) Cases with normal results Retention: 10 years. Disposition: Destroy after cited retention. (b) All other cases Retention: 7 years from age of majority (25 years). Disposition: Destroy after cited retention.</p>			

For William Z. Yakhus  
Matthew J. Shim, Ph.D., M.P.H., Chief  
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. Andrew Lum Department of Health Elizabeth A. Char, MD  
SIGNATURE OF RECORDS OFFICER AGENCY SIGNATURE OF HEAD OF DEPARTMENT  
DATE: APR 29 2022

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 Adam Jansen  
STATE ARCHIVIST  
DATE: \_\_\_\_\_

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

Curt Otaguro  
COMPTROLLER

Date: May 6, 2022

**STATE OF HAWAII**  
**DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES**  
**Archives Division**  
**Comments and Recommendation**

**Date: 03/24/2022**

**Records Analyst Name: Gina Vergara-Bautista**

**Nature of Request:** The Children with Special Health Needs Branch, Family Health Services Division, Department of Health is requesting an update to Schedule FHS C-5 Newborn Screening Files.

State law requires that every newborn baby be tested. You may refuse to have your baby tested if it is against your religion. Parents who refuse the test must sign a refusal form.

**WHAT DISORDERS ARE TESTED FOR?**

In Hawaii, all newborns are checked for thirty-three different disorders. They are:

**Endocrine (hormone) disorders:**

- Congenital adrenal hyperplasia in which the adrenal glands are unable to produce normal amounts of certain hormones.
- Congenital hypothyroidism in which the thyroid gland cannot make enough thyroid hormone for normal body and brain growth.

**Hemoglobin (blood) disorders:**

- Sickle cell disease and other hemoglobinopathies in which abnormal hemoglobin in the red blood cells may cause anemia.

**Other disorder:**

- Cystic Fibrosis
- Severe Combined Immunodeficiency (SCID)

**Metabolic (metabolism) defects:**

- Biotinidase deficiency in which the body is unable to use biotin, a B-vitamin.
- Galactosemia in which the body cannot break down a sugar (galactose) found in milk.

- **Amino acid (protein) disorders: a group of hereditary disorders caused by enzymatic defects, which result in the toxic accumulation of certain amino acids in the blood.**
  - Homocystinuria
  - Maple Syrup Urine Disease (MSUD)
  - Phenylketonuria (PKU)
  - Tyrosinemia (Types I )
- **Fatty acid oxidation disorders: a group of hereditary disorders caused by defects in enzymes which are involved in the breakdown of dietary and stored fats to energy.**
  - Medium chain acyl-CoA dehydrogenase deficiency (MCADD)
  - Long chain 3-hydroxyacyl-CoA dehydrogenase deficiency (LCHADD)
  - Very long chain acyl-CoA dehydrogenase deficiency (VLCADD)
  - Carnitine uptake/transport defects
  - Trifunctional Protein Deficiency (TFP)
- **Organic acid disorders: a group of hereditary disorders caused by enzymatic defects which result in a toxic accumulation of certain organic acids in the blood.**
  - Beta-ketothiolase deficiency (BKD)
  - Glutaric acidemia Type I (GA-1)
  - Isovaleric acidemia (IVA)
  - Methylmalonic acidemia (MMA)
  - Multiple carboxylase deficiency (MCD)
  - Propionic acidemia (PA)
- **Urea cycle disorders: a group of hereditary disorders, caused by enzymatic defects which result in a toxic accumulation of ammonia in the blood.**
  - Citrullinemia (ASAS)

Some disorders are treated with special diets, and other disorders are treated with medications. If treated early, infants may grow up to lead a normal, healthy life. In a few cases, the disorders may not be completely treatable. The early diagnosis and treatment of the disorder will allow your baby the best chance of normal growth and development. (HRS 321-291)

**Reason for the update:**

The existing retention schedule is outdated because of the new disorders that have been added to the newborn screening panel and regulations from the NCAA for athletes and screening for sickle cell disease.

For the normal results, the agency recommends keeping the records until age 10 which should cover any children that develop symptoms later than the newborn period. 10 years is a safe limit for any later onset symptoms where the parents might want the newborn screening records.

For the out-of-range results, the agency recommends keeping the records until age of majority (18) plus 7. This allows the agency to respond to the NCAA regulations and align with the other programs in the branch.

**Laws Affecting Disposition:**

There are no laws affecting records retention and disposition.

**Recommendation:**

To meet the administrative needs of the agency, the following proposed retention and disposition schedules are recommended for approval:

Current Series Number, Series Name and Description	Current Retention	Current Disposition	Proposed Retention	Proposed Disposition
FHS C-6 Newborn Screening Files (1) Screening forms and laboratory reports (a) Cases with normal results	2 years from last entry.	Retain in office 2 years from last entry, then destroy.	10 years.	Destroy after cited retention.
(b) All other cases	10 years from close of case.	Retain 10 years from close of case, then destroy.	7 years from age of majority (25 years).	Destroy after cited retention.



Approved



Disapproved

By:



Adam Jansen, Archives Administrator

Date:

Apr 20, 2022














# CSHNB E-sign Route Slip to Director

Final Audit Report

2022-04-22

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