

## RECORDS RETENTION SCHEDULE APPROVAL REQUEST

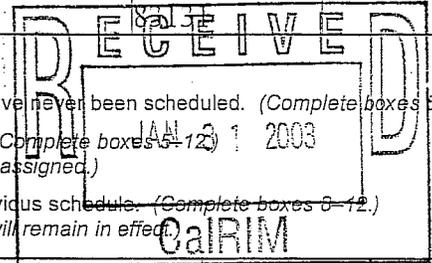
Submit three copies with three copies of the Records Retention Schedule, DHS/STD 73. (See reverse for additional space.)

Division <b>Chronic Disease and Injury Control</b>	Branch(es) <b>Chronic Disease Control</b>
Section(s)/unit <b>Medicine and Public Health</b>	
Address (number, street, city) <b>601 North Seventh Street, MS 253, Sacramento, CA 95814</b>	

TO: Department of General Services  
Procurement Division  
State Records and Document Program  
1500 Fifth Street, Suite 101  
Sacramento, CA 95814 (IMS C-39)  
(916) 322-8705

Check the appropriate box:

- (2)  New schedule of records that have never been scheduled. (Complete boxes 5-8.)
- (3)  Revising a previous schedule. (Complete boxes 9-12.) (A new approval number will be assigned.)
- (4)  Amending some pages of a previous schedule. (Complete boxes 9-12.) (The original approval number will remain in effect.)



NEW SCHEDULE INFORMATION (If applicable)	(5) Schedule number <del>H02-18</del> <del>H02-18F</del> <b>H02-18C</b>	(6) Schedule date <b>12/1/2002</b>	(7) Number of pages <b>17</b>	(8) Cubic feet (Total schedule) <b>76.5</b>
PREVIOUS SCHEDULE INFORMATION (If applicable)	(9) Schedule number(s)	(10) Approval number(s)	(11) Approval date(s)	(12) Page number(s) revised

**PART I—AGENCY STATEMENTS**

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on the attached schedule, I certify that all records are listed, that I have reviewed the need for the records, (per Section 1611 of the State Administrative Manual) that each retention period is necessary and correct as scheduled, and (for a revised schedule) that all items on the previous schedule have been accounted for.

(13) Signature—Manager directly responsible for the records 	(14) Title <b>Chief</b>	(15) Date signed <b>12-30-2002</b>
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In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administrative Manual.

I hereby certify that I am authorized to act on behalf of the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

(16) Signature—Records Management Analyst 	(17) Title <b>DHS Records Management Coordinator</b>	(20) Date signed <b>1-27-2003</b>
(18) Name (printed or typed) <b>Jim Billings</b>	(19) Telephone <b>916-323-9268</b>	

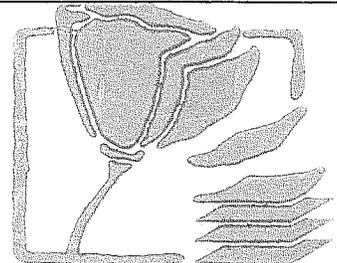
**PART II—DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)**

(21) Signature—SRMO Consultant 	(22) Approval number <b>03-032</b>
(23) Title <b>Records Management Consultant</b>	(24) Date signed <b>4/5/03</b>

**PART III—ARCHIVAL SELECTION (Per Government Code, Section 14755)**

THE ATTACHED RECORDS RETENTION SCHEDULE:

- (25)  Contains no material subject to further review by the California State Archives.
- (26)  Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (Per Section 1671 of the State Administrative Manual.)



(27) Signature—Chief of Archives 	(28) Date signed <b>April 9, 2003</b>
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**CALIFORNIA  
STATE ARCHIVES**

**CALIFORNIA DEPARTMENT OF HEALTH SERVICES  
PREVENTION SERVICES  
DIVISION OF CHRONIC DISEASE AND INJURY CONTROL**

(916) 445-1102  
FAX: (916) 445-0238  
**CHIEF**  
Donald O. Lyman, M.D.

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(916) 445-1102  
FAX: (916) 445-0238  
**ASSISTANT CHIEF**  
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FAX: (916) 445-5940  
**CANCER CONTROL BRANCH**  
Dileep G. Bal, M.D.  
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FAX: (916) 324-7764  
**CHRONIC DISEASE CONTROL BRANCH**  
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**EPIDEMIOLOGY AND PREVENTION FOR  
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**CANCER DETECTION SECTION**  
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William Wright, Ph.D.  
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**PREVENTION 2010**  
Marcia Levy Rosenstein  
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**EPIDEMIOLOGY AND HEALTH  
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SECTION**  
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**CANCER RESEARCH SECTION**  
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(916) 324-3289  
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**PROGRAM DEVELOPMENT SECTION**  
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**STATE AND LOCAL INJURY CONTROL  
SECTION**  
Barbara Alberson, M.P.H.  
611 North Seventh Street  
Sacramento 95814

**03-032**

**RECORDS RETENTION SCHEDULE**

Division (1) Chronic Disease and Injury Control	Branch(es) Chronic Disease Control	DHS schedule number (2) H02-18C	Date (3) Dec. 2002
Section(s) Medicine and Public Health Section/CA Asthma Public Health Initiative (CAPHI)		GS code 83131	Page of pages (4) 1 of 2
Address (number, street, city) 601 North 7 <sup>th</sup> Street, MS 253, Sacramento, 95814			GS approval number (5) <b>03-032</b>

See instructions on reverse and in SAM 1600

ITEM NUMBER (6)	CUBIC FEET* (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) and IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		

**MISSION STATEMENT:**

The mission of the California Asthma Public Health Initiative (CAPHI) is to improve the quality of life for all children and adults with asthma through implementation of effective programs and policies in asthma education, management, and prevention.

CAPHI seeks to reduce preventable asthma morbidity and mortality and to eliminate disparities in asthma practices and outcomes through coordinated approaches and partnerships with communities, state and local organizations, health care providers, health departments, foundations, and academic institutions.

This schedule contains no vital records.

\*Provide total of office and departmental storage only.

**RECORDS RETENTION SCHEDULE**

Division (1) <b>Chronic Disease and Injury Control</b>	Branch(es) <b>Chronic Disease Control</b>	DHS schedule number (2) <b>H02-18C</b>	Date (3) <b>Dec. 2002</b>
Section(s) <b>Medicine and Public Health Section/CA Asthma Public Health Initiative (CAPI)</b>		GS code <b>83131</b>	Page of pages (4) <b>2 of 2</b>
Address (number, street, city) <b>601 North 7<sup>th</sup> Street, MS 253, Sacramento, 95814</b>		GS approval number (5) <b>03-032</b>	

See instructions on reverse and in SAM 1600

ITEM NUMBER (6)	CUBIC FEET* (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple space between items) (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) and IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
<b><u>ADMINISTRATIVE RECORDS</u></b>											
1.	1.0		<u>Personnel</u> Contract Employee Personnel Records	P			Active		Active	XI	PRA6254, IPA 1798.40. Active until person is transferred or leaves state service. Confidential Destruction (CD)
2.	.5		State Employee Personnel Records	P			Active		Active	XI	
3.	1.0		<u>Correspondence</u> Chron – CAPI	P		3			3		
<b><u>PROGRAM RECORDS</u></b>											
4.	1.0		<u>Contract/Grants</u> RFA/RFP/Contracts/Grants	P		3		4	7		
5.	.5	NOTIFY ARCHIVES	<u>Policy/Procedure/Organization</u> Meeting Minutes/Agendas	P		2			2		
6.	.5		CAPI Conference Records	P		5			5		
7.	1.0	NOTIFY ARCHIVES	Studies and Grants Records/Articles Published	P		3		4	7		
8.	1.0		Data Studies/Consumer Surveys/Statistics	P		3		4	7		
	6.5		<b>TOTAL CUBIC FOOTAGE</b>								

\*Provide total of office and departmental storage only.

**Department of Health Services**

**H02-18C**

**DEC 2002**

**Records Retention Schedule**

STD. 73 (REV. 5-92)

ORGANIZATIONAL UNIT

**Medicine and Public Health Section/CA Asthma Public Health Initiative**

PAGE **3** OF 3 PAGES

See Instructions on reverse and in SAM 1600

ADDRESS (Number Street City)  
**601 North 7<sup>th</sup> Street, MS 253, Sacramento, CA 95814**

DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)

**03-032**

Item Number (Triple Space Between Items) (6)	Cubic Feet* (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple space between Items) (9)	M E D I A L (10)	V I T A L (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS	
						Office (12)	Dept. (13)	SRC (14)	Total (15)			
<b>Records Management</b>												
9.	1		STD Form 70, Records Inventory Worksheet	P		Current			Current		Retain as current until next inventory, or when no longer needed for reference or analysis, whichever is later.	
10.			STD Form 71, Records Transfer List	P		Current			Current		Retain as current until all records have been either destroyed, retired permanently, transferred to the State Archives, or when no longer needed, whichever is later.	
11.			STD Form 73, Records Retention Schedule	P		Current			Current		Retain as current until revised.  NOTE: Although revision is required every five years from date approved by DGS, records retention schedules that are not revised remain in effect but are considered non-current.	
12.			Authorization For Records Destruction (Computer Printout)	P		4			4		Retain for two years from date destruction is authorized. Then retain two more years or until audited, whichever occurs first (maximum of four years).	
<b>Total Cubic Ft. 6.5</b>												

\* Provide total of office and departmental