

Key # 28686

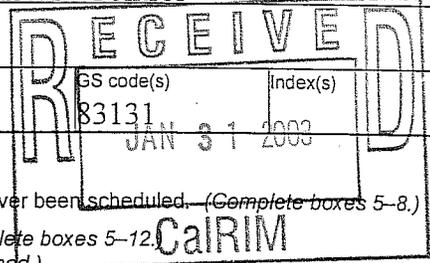
RECORDS RETENTION SCHEDULE APPROVAL REQUEST

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

Division: Chronic Disease and Injury Control Branch(es): Chronic Disease Control

Section(s)/unit: Medicine and Public Health

Address (number, street, city): 601 North Seventh Street, MS 253, Sacramento, CA 95814



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 5-12. (A new approval number will be assigned.)
 (4) Amending some pages of a previous schedule. (Complete boxes 8-12.) (The original approval number will remain in effect.)

NEW SCHEDULE INFORMATION (If applicable)	(5) Schedule number H02-18 - H02-18F	(6) Schedule date 12/1/2002	(7) Number of pages 17	(8) Cubic feet (Total schedule) 76
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: *[Signature]*
 (14) Title: Ronald W. Chapman
 Chief
 (15) Date signed: 12-30-2002

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: *[Signature]*
 (17) Title: DHS Records Management Coordinator
 (18) Name (printed or typed): Jim Billings
 (19) Telephone: 916-323-9268 650-0140
 (20) Date signed: 1-27-2003

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

(21) Signature—SRMO Consultant: *[Signature]*
 (22) Approval number: 03-059
 (23) Title: RECORDS MGMT CONSULTANT
 (24) Date signed: JUNE 9, 2003

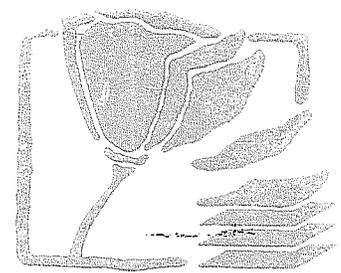
PART III—ARCHIVAL SELECTION (Per Government Code, Section 14755)

ARCHIVES USE ONLY

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: *[Signature]*
 (28) Date signed: June 13, 2003

CALIFORNIA STATE ARCHIVES

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

703-059

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 CHIEF
 Donald O. Lyman, M.D.

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 EPIDEMIOLOGY SECTION
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 CANCER PREVENTION AND NUTRITION
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 MEDICINE AND PUBLIC HEALTH
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 Frederick B. Hodges, M.D., M.P.H.
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 STATE AND LOCAL INJURY CONTROL
 SECTION
 Barbara Alberson, M.P.H.
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 Sacramento 95814

RECORDS RETENTION SCHEDULE

Division (1) Chronic Disease and Injury Control	Branch(es) Chronic Disease Control	DHS schedule number (2) H02-18	Date (3) Dec. 2002
Section(s) Medicine and Public Health Section		GS code 83131	Page of pages (4) 1 of 3
Address (number, street, city) 601 North 7 th Street, MS 253, Sacramento, CA 95814			GS approval number (5) 03-059

See instructions on reverse and in SAM 1600

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)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) and IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		

Mission Statement:

To optimize the health of all Californians through science, partnership and accountability.

This schedule contains no vital records.

The Records Retention Schedule (RRS) for DHS, **Medicine and Public Health Section** represents the section and the programs administered by the section. Many of the program workforce/staff are “contract” employees of DHS. It was a section decision to assign individual control numbers for each program. However, this schedule should be treated as one element and be assigned one DGS approval number.

The following is a summary of DHS control numbers and programs listing records on this RRS:

- H02-18 Medicine and Public Health Section
- H02-18A Alzheimer’s Disease Program (ADP)
- H02-18B Arthritis Partnership Program (CAP) and CA Osteoporosis Prevention and Education (COPE)
- H02-18C CA Asthma Public Health Initiative (CA PHI)
- H02-18D Integrating Medicine & Public Health Program (IMAP)
- H02-18E Office of Oral Health (OOH)
- H02-18F Preventative Health Care for the Aging (PHCA)

*Provide total of office and departmental storage only.

RECORDS RETENTION SCHEDULE

Division (1) Chronic Disease and Injury Control	Branch(es) Chronic Disease Control	DHS schedule number (2) H02-18	Date (3) Dec. 2002
Section(s) Medicine and Public Health Section		GS code 83131	Page of pages (4) 2 of 3
Address (number, street, city) 601 North 7 th Street, MS 253, Sacramento, CA 95814			GS approval number (5) 03-059

See instructions on reverse and in SAM 1600

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
<u>ADMINISTRATIVE RECORDS</u>											
1.	1.0		<u>Personnel</u> State Employee Personnel Records	P		Active			Active	XI	PRA6254 IPA 1798.40 active until person is transferred or leaves state service. Confidential Destruction (CD)
2.	1.0	NOTIFY ARCHIVES	Duty Statements & Management policy	P		Active			Active		Active until superseded/revised.
3.	1.0		<u>Correspondence</u> Chron	P		2			2		
4.	.5		<u>Records Management</u> Records Retention Schedule	P		Active			Active		Active until revised/updated. Must be updated every 5 years
5.	.5		Annual Records Holding Report	P		3			3		
6.	↓		Record Storage (Transfer :Lists STD 71)	P		A			A		Active until disposal of records
7.	↓		Records Destruction/Authorizations	P		4			4		Hold 2 years after final disposal, then 2 additional years or until audited, whichever occurs first.;

*Provide total of office and departmental storage only.

RECORDS RETENTION SCHEDULE

Division (1) Chronic Disease and Injury Control	Branch(es) Chronic Disease Control	DHS schedule number (2) H0-18	Date (3) Dec. 2002
Section(s) Medicine and Public Health Section		GS code 83131	Page of pages (4) 3 of 3
Address (number, street, city) 601 North 7 th Street, MS 253, Sacramento, CA 95814			GS approval number (5) 603-059.

See instructions on reverse and in SAM 1600

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			<u>Policy/Procedures/Organization</u>								
8.	.5	NOTIFY ARCHIVES	Meetings/Minutes/Agendas	P		2			2		
9.	.5	NOTIFY ARCHIVES	Organization Charts	P		Active			Active		Active until revised/updated
10.	.5	NOTIFY ARCHIVES	Mission Statements	P		Active			Active		Active until revised/updated
			<u>Legislation/Regulations/Legal</u>								
11.	1.0	NOTIFY ARCHIVES	Bill Analysis, Reports	P		3			3	X	PRA 6254
	6.5		TOTAL CUBIC FOOTAGE								

*Provide total of office and departmental storage only.

RECORDS RETENTION SCHEDULE

Division (1) Chronic Disease and Injury Control	Branch(es) Chronic Disease Control	DHS schedule number (2) H02-18A	Date (3) Dec. 2002
Section(s) Medicine and Public Health Section/Alzheimer's Disease Program (ADP)		GS code 83131	Page of pages (4) 1 of 3
Address (number, street, city) 601 North 7 th Street, MS 253, Sacramento, CA 95814			GS approval number (5) 703-059

See instructions on reverse and in SAM 1600

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)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) and IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		

MISSION STATEMENT:

The Alzheimer's Disease Program (ADP) was established in 1984 through legislation that sought to relieve the human burden and economic cost associated with Alzheimer's disease and related dementias and to assist in ultimately discovering the cause and treatment of these diseases. The mandate to the Program was to establish a network of diagnosis and treatment centers at university medical centers throughout the state and to administer a research fund, which would increase research into Alzheimer's disease and related dementias. To accomplish these objectives, the ADP established and administers the Alzheimer's Disease Research Centers of California (ARCCs) and the Alzheimer's Disease Research Fund (ADRF).

The ten ARCCs are charged with providing state-of-the-art comprehensive diagnosis, treatment, and care for individuals with memory problems; developing strategies for improving the quality and availability of dementia care for underserved rural, racial and ethnic populations in California; developing and testing interventions that can assist in the care and treatment of people with dementing disorders; translating successful interventions into new medical and community settings; providing training and education to healthcare professionals and students, caregivers and the general public; and collecting and analyzing standardized data relative to AD and dementia.

From 1985 to present, the ADRF has awarded over \$12.1 million to 85 scientists. This support has come from both the State General Fund and a tax check-off fund. The 101 research projects that have been funded have encompassed the areas of basic science, diagnosis, treatment, epidemiology, behavioral management, and caregiving.

For those records which have no governing law or authority for retention cited, the manager directly responsible for the records authority applies. This Records Retention Schedule is for the Alzheimer's Disease Program.

This schedule contains no vital records.

*Provide total of office and departmental storage only.

RECORDS RETENTION SCHEDULE

Division (1) Chronic Disease and Injury Control	Branch(es) Chronic Disease Control	DHS schedule number (2) H02-18A	Date (3) Dec. 2002
Section(s) Medicine and Public Health Section/Alzheimer's Disease Program (ADP)		GS code 83131	Page of pages (4) 2 of 3
Address (number, street, city) 601 North 7 th Street, MS 253, Sacramento, CA 95814			GS approval number (5) 603-059

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)		
<u>ADMINISTRATIVE RECORDS</u>											
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	PRA6254; IPA 1798.40 active until person is transferred or leaves state service. Confidential Destruction (CD)
3.	1.0		<u>Correspondence</u> Chron	P		1			1		
4.	.5		<u>Equipment and Supplies</u> Inventory	P		Active +2			Active +2		Becomes inactive when new inventory is completed, keep one year after it becomes inactive then destroy.
5.	1.5		<u>Financial</u> State & Federal Budgets	P		4/7			4/7		State/Federal Funds. Or until audited or whichever occurs first.
6.	16.0		<u>Contract/Grants</u> RFA/RFP/Contracts/Grants	P		3		4	7		

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RECORDS RETENTION SCHEDULE

Division (1) Chronic Disease and Injury Control	Branch(es) Chronic Disease Control	DHS schedule number (2) H02-18A	Date (3) Dec. 2002
Section(s) Medicine and Public Health Section/Alzheimer's Disease Program (ADP)		GS code 83131	Page of pages (4) 3 of 3
Address (number, street, city) 601 North 7 th Street, MS 253, Sacramento, CA 95814			GS approval number (5) 403-059

See instructions on reverse and in SAM 1600

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
7.	1.0	NOTIFY ARCHIVES	<u>Policy/Procedures/Organization Meeting/Minutes/Agendas</u>	P		2			2		
8.	5.0		Studies/Statistics (Consumer Surveys)	P		Active +2			Active +2		Active until updated..
9.	1.0		Alzheimer's Tax Check-Off	P		3		4	7		Required for program research data.
10.	1.5	NOTIFY ARCHIVES	<u>Legislation/Regulations/Legal Bill Analysis, Legislation, Lapse of Consciousness Regulations, Reports</u>	P		3			3	X	PRA6254(1)
11.	3.0	NOTIFY ARCHIVES	HRSA/AOA (Health Resources and Services Administration/Administration on Aging)	P		3		4	7		
12.	3.0	NOTIFY ARCHIVES	ADEI (Alzheimer's Disease Education Initiative)	P		3		4	7		
	35		TOTAL CUBIC FOOTAGE								

*Provide total of office and departmental storage only.

RECORDS RETENTION SCHEDULE

Division (1) Chronic Disease and Injury Control	Branch(es) Chronic Disease Control	DHS schedule number (2) H02-18B	Date (3) Dec. 2002
Section(s) Medicine and Public Health Section/CA Arthritis Partnership Program (CAP) and CA Osteoporosis Prevention and Education (COPE)		GS code 83131	Page of pages (4) 1 of 2
Address (number, street, city) 601 North 7 th Street, MS 253, Sacramento, CA 95814			GS approval number (5) 03-059

See instructions on reverse and in SAM 1600

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)	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 Arthritis Partnership (CAPP), and the California Osteoporosis Prevention and Education (COPE) is to build sustainable public health capacity to reduce the burden of arthritis and osteoporosis in California through population based interventions.

This schedule contains no vital records.

*Provide total of office and departmental storage only.

RECORDS RETENTION SCHEDULE

Division (1) Chronic Disease and Injury Control	Branch(es) Chronic Disease Control	DHS schedule number (2) H02-18B	Date (3) Dec. 2002
Section(s) Medicine and Public Health Section/CA Arthritis Partnership Program (CAP) and CA Osteoporosis Prevention and Education (COPE)		GS code 83131	Page of pages (4) 2 of 2
Address (number, street, city) 601 North 7 th Street, MS 253 Sacramento, CA 95814			GS approval number (5) 503-059

See instructions on reverse and in SAM 1600

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
<u>ADMINISTRATIVE RECORDS</u>											
1.	1.0		<u>Personnel</u> Contract Employee Personnel Records	P		Active			Active	XI	PRA6254, IPA 1798.40. Active until Person is transferred or leave state Service. Confidential Destruction
2.	1.0		<u>Correspondence</u> Chron – CAP	P			3		3		
3.	1.0		Chron – COPE	P			3		3		
<u>PROGRAM RECORDS</u>											
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		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		
	7		TOTAL CUBIC FOOTAGE								

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 th Street, MS 253, Sacramento, 95814			GS approval number (5) 603-059

See instructions on reverse and in SAM 1600

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)	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) 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 (CAPI)		GS code 83131	Page of pages (4) 2 of 2
Address (number, street, city) 601 North 7 th Street, MS 253, Sacramento, 95814			GS approval number (5) 103-059.

See instructions on reverse and in SAM 1600

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)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) and IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
<u>ADMINISTRATIVE RECORDS</u>											
			<u>Personnel</u>								
1.	1.0		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	
			<u>Correspondence</u>								
3.	1.0		Chron – CAPI	P		3			3		
<u>PROGRAM RECORDS</u>											
			<u>Contract/Grants</u>								
4.	1.0		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		TOTAL CUBIC FOOTAGE								

*Provide total of office and departmental storage only.

RECORDS RETENTION SCHEDULE

Division (1) Chronic Disease and Injury Control	Branch(es) Chronic Disease Control	DHS schedule number (2) H02-18D	Date (3) Dec. 2002
Section(s) Medicine & Public Health Section/Integrating Medicine & Public Health Program (IMAP)		GS code 83131	Page of pages (4) 1 of 2
Address (number, street, city) 601 North 7 th Street, MS 253, Sacramento, CA 95814			GS approval number (5) 403-059

See instructions on reverse and in SAM 1600

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		

MISSION STATEMENT

The mission of IMAP is to identify, initiate, convene, evaluate, and support collaborations between Medicine and Public Health in California by:

- Collaborating with medical and health practitioners, medical groups, hospitals, health systems, insurers, purchases, community clinics, academic medical centers and professional organizations to more effectively and efficiently care for their patients and members.
- Collaborating with community-based-organizations, volunteer health organizations, city-county-state health departments, schools of public health and professional organizations to more effectively and efficiently care for their target populations.

The vision of IMAP is to implement innovative approaches that optimize the physical, psychological, and social health of Californians.

Included in the IMAP is the California Asthma Among the School-Aged (CAASA) Project. The project is funded through a grant from the California Endowment, and aims to increase knowledge and awareness of asthma among health care providers, and to improve the delivery of asthma care for children ages five to eighteen in seven community clinics located throughout the state.

This schedule contains no vital records.

*Provide total of office and departmental storage only.

RECORDS RETENTION SCHEDULE

Division (1) Chronic Disease and Injury Control	Branch(es) Chronic Disease Control	DHS schedule number (2) H02-18D	Date (3) Dec. 2002
Section(s) Medicine & Public Health Section/Integrating Medicine & Public Health Program (IMAP)		GS code 83131	Page of pages (4) 2 of 2
Address (number, street, city) 601 North 7 th Street, MS 253, Sacramento, CA 95814			GS approval number (5) 03-059

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)		
<u>ADMINISTRATIVE RECORDS</u>											
1.	1.0	NOTIFY ARCHIVES	<u>Personnel</u> Contract Employee Personnel Records	P		Active			Active	XI	PRA6254, IPA 1798.40. Active until Person is transferred or leaves state
2.	.5		<u>Duty Statements and Personnel Policy</u>	P		Active			Active		
3.	1.0		<u>Correspondence</u> Chron – IMAP	P			3			3	
4.	1.0		<u>Correspondence</u> Chron – CAASA	P			3			3	
<u>PROGRAM RECORDS</u>											
5.	1.0	NOTIFY ARCHIVES	<u>Contract/Grants</u> RFA/RFP/Contracts/Grants	P			3	4	7		
6.	1.0		<u>Policy/Procedure/Organization</u> Meeting/Minutes/Agendas	P			2			2	
7.	1.0		IMAP/CAASA Conference	P			5			5	
	6.5		TOTAL CUBIC FOOTAGE								

RECORDS RETENTION SCHEDULE

Division (1) Chronic Disease and Injury Control	Branch(es) Chronic Disease Control	DHS schedule number (2) H02-18E	Date (3) Dec. 2002
Section(s) Medicine and Public Health Section/Office of Oral Health (OOH)		GS code 83131	Page of pages (4) 1 of 2
Address (number, street, city) 601 North 7 th Street, MS 253, Sacramento, CA 95814			GS approval number (5) 03-059

See instructions on reverse and in SAM 1600

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)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) and IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		

MISSION STATEMENT

Office of Oral Health
Children's Dental Disease Prevention Program (CDDPP) and Fluoridation Program

The mission of the CDDPP is to assure, promote, and protect the oral health of California's school children through a school-based program that emphasizes the prevention of oral disease, increased student awareness and knowledge about their oral health, increased student self-responsibility for their oral health, and the development of students' positive, life-long health behaviors. CDDPP recognizes the importance of a well child, as such, encourages the development of activities improving individual, nutritional, physical and mental development.

The mission of the Fluoridation Program is to increase the number of fluoridated cities in California by securing funding for the implementation of AB733, the statewide fluoridation law; to promote the effectiveness and safety of community water fluoridation through training, public and professional education and local coalition building; and to provide scientific and technical expertise to local jurisdictions as well as state agencies and groups interested in implementing community water fluoridation.

This schedule contains no vital records.

*Provide total of office and departmental storage only.

RECORDS RETENTION SCHEDULE

Division (1) Chronic Disease and Injury Control	Branch(es) Chronic Disease Control	DHS schedule number (2) H02-18E	Date (3) Dec. 2002
Section(s) Medicine and Public Health Section/Office of Oral Health (OOH)		GS code 83131	Page of pages (4) 2 of 2
Address (number, street, city) 601 North 7th Street, MS 253, Sacramento, CA 95814			GS approval number (5) 03-059

See instructions on reverse and in SAM 1600

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)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) and IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
1.	1.0		ADMINISTRATIVE RECORDS Personnel Contract Employee Personnel Records	P		Active			Active	XI	PRA6254, IPA 1798.40 Active until person is transferred or leave state service. Confidential Destruction (CD)
2.	1.0		Correspondence Chron - CDDPP/Fluoridation	P		3			3		
3.	1.0		PROGRAM RECORDS RFA/RFP/Contracts/Grants	P		3		4	7		
4.	1.0	NOTIFY ARCHIVES	Policy/Procedure/Organization Meeting/Minutes/Agendas	P		2			2		
5.	1.0	NOTIFY ARCHIVES	Studies and Grants Records/Articles published	P		3		4	7		
6.	1.0		CDDPP Conference Records	P		2			2		
	6.0		TOTAL CUBIC FOOTAGE								

*Provide total of office and departmental storage only.

RECORDS RETENTION SCHEDULE

Division (1) Chronic Disease and Injury Control	Branch(es) Chronic Disease Control	DHS schedule number (2) H02-18F	Date (3) Dec. 2002
Section(s) Medicine and Public Health Section/Preventive Health Care for the Aging (PHCA)		GS code 83131	Page of pages (4) 1 of 3
Address (number, street, city) 601 North 7 th Street, MS 253, Sacramento, CA 95814			GS approval number (5)

See instructions on reverse and in SAM 1600

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)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) and IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		

MISSION STATEMENT:

To enhance and protect the health of Californian, 55 years and older.

This schedule contains no vital records.

*Provide total of office and departmental storage only.

RECORDS RETENTION SCHEDULE

Division (1) Chronic Disease and Injury Control	Branch(es) Chronic Disease Control	DHS schedule number (2) H02-18F	Date (3) Dec. 2002
Section(s) Medicine and Public Health Section/Preventive Health Care for the Aging (PHCA)		GS code 83131	Page of pages (4) 2 of 3
Address (number, street, city) 601 North 7 th Street, MS 253, Sacramento, CA 95814			GS approval number (5) 103-059

See instructions on reverse and in SAM 1600

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)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) and IPA (16)	REMARKS (17)	
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)			
<u>ADMINISTRATIVE RECORDS</u>												
<u>Personnel</u>												
1.	1.0		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	
<u>Correspondence</u>												
3.	1.0		Chron – PHCA	P			3			3		
<u>PROGRAM RECORDS</u>												
<u>Contract/Grants</u>												
4.	1.0		Contractor Files	P			3		4	7		
5.	1.0	NOTIFY ARCHIVES	RFA/RFP/Contracts/Grants	P			6		4	10		
<u>Policy/Procedure/Organizations</u>												
6.	.5		Meeting/Minutes/Agendas	P			2			2		
7.	.5		PHCA Conference Records	P			4			4		
8.	1.0	NOTIFY ARCHIVES	Studies & Grants Records/Articles Published	P			3		4	7		

*Provide total of office and departmental storage only.

RECORDS RETENTION SCHEDULE

Division (1) Chronic Disease and Injury Control	Branch(es) Chronic Disease Control	DHS schedule number (2) H02-18F	Date (3) Dec. 2002
Section(s) Medicine and Public Health Section/Preventive Health Care for the Aging (PHCA)		GS code 83131	Page of pages (4) 3 of 3
Address (number, street, city) 601 North 7 th Street, MS 253, Sacramento, CA 95814			GS approval number (5) 03-059

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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)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) and IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
9.	1.0		Data Studies/Consumer Surveys/ Statistics	P		10		4	14		
10.	.5		Annual State Tables	P		10		4	14		
11.	.5	NOTIFY ARCHIVES	Reports to the Legislature	P		3		10	13		
	8.5		TOTAL CUBIC FOOTAGE								

*Provide total of office and departmental storage only.