

RECORDS RETENTION SCHEDULE

Form RC-050 (Revised 01/2010)

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STATE OF CONNECTICUT
 Connecticut State Library
 Office of the Public Records Administrator
 231 Capitol Avenue, Hartford, CT 06106
www.cslib.org/publicrecords

RETENTION SCHEDULE

10-1-3

- AUTHORITY:** The Office of the Public Records Administrator issues this retention and disposition schedule under the authority granted it by CGS §11-8 and §11-8a.
- FORMAT:** Retention periods listed on this schedule apply to the record, regardless of physical format. Records may be either hard copy or electronic. If the record is electronic, the custodian of the record must be able to interpret and retrieve the data for the minimum retention period listed for the records series.
- DISPOSITION AUTHORIZATION:** This schedule is used concurrently with the *Records Disposition Authorization* (Form RC-108). The RC-108 must be signed by the agency Records Management Liaison Officer (RMLO), the State Archivist, and the Public Records Administrator *prior* to the destruction of public records.

AGENCY: Department of Public Health (DPH)	AGENCY ADDRESS: 410 Capitol Avenue, Hartford, CT 06106	This schedule is: <input type="checkbox"/> new <input checked="" type="checkbox"/> revised
PROGRAM / UNIT: Planning Branch: Health Information Systems and Reporting; Tumor Registry; and Workforce, Professional Development, and State Health Planning		If revised, superseded schedule number(s): 92-1-6

RMLO (type or print): Lisa Kessler, Assistant RMLO	TITLE (type or print): Staff Attorney	APPROVED (State Archivist): Mark H. Jones (signature on file)	DATE: 11/05/2010
APPROVED (RMLO): Lisa Kessler (signature on file)	DATE: 10/26/2010	APPROVED (Public Records Administrator): LeAnn R. Power (signature on file)	EFFECTIVE DATE OF SCHEDULE: 11/09/2010

SERIES NUMBER	RECORDS SERIES TITLE & DESCRIPTION	APPROVED RETENTION PERIOD			NOTES & CITATIONS
		Office (A)	Off-site (B)	Total (A + B)	
1.	Abortion Records Consists of records that document the statistical analysis of legal induced abortions in Connecticut. Including but not limited to: forms (MCH 155) submitted to DPH by licensed clinics and statistical summaries of legal induced abortions.	2 years from date of receipt [Conn. Agencies Regs. §19-13-D54(b)]	- 0 -	2 years from date of receipt [Conn. Agencies Regs. §19-13-D54(b)]	
2.	Abortion Records Database Consists of database of records related to the statistical analysis of legal induced abortions in Connecticut.	Continuously updated	- 0 -	Continuously updated	
3.	Connecticut Tumor Registry Records Consists of records that document cancers diagnosed in Connecticut residents from 1935 to 2002. Including but not limited to: cancer report forms, occupational history forms, cancer patient follow-up forms, death certificates, and autopsy reports, registry, and tumor registry data system.	Permanent	- 0 -	Permanent / Archival	See Conn. Agencies Regs. §19a-73-1 and §19a-2a-10 for information related to the tumor registry. Contact State Archivist to arrange transfer.

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Department of Public Health: Planning Branch: Health Information Systems and Reporting; Tumor Registry; and Workforce, Professional Development, and State Health Planning, Schedule No.: 10-1-3

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		Office (A)	Off-site (B)	Total (A + B)	
4.	Population Estimate Records Consists of records that document annual demographic and socioeconomic census population estimates.	5 years from date of estimate	- 0 -	5 years from date of estimate	Pursuant to CGS §19a-2a, DPH certifies the population of each municipality to the Office of Policy and Management.
5.	Studies and Surveys Records Consists of records that document surveys and studies conducted by DPH (e.g., Behavioral Risk Factor Surveillance Survey and CT School Health Survey). Including but not limited to: survey results, data, correspondence, anonymous medical case histories, and related documents.	2 years from date report generated	- 0 -	2 years from date report generated	Pursuant to Conn. Agencies Regs. §19a-25-2(a), DPH may disseminate aggregate health data, anonymous medical case histories, and reports of the findings of studies of morbidity and mortality.
6.	Twin Registry Records Consists of records that document the twin registry study conducted from 1897 to the 1970s. Including but not limited to: correspondence, forms, and twin registry controls.	Permanent	- 0 -	Permanent / Archival	Contact State Archivist to arrange transfer.
7.	Vital Records and Indexes Consists of vital records and statewide registries of births, deaths, marriages, and adoptions. Including but not limited to: certificates of birth, marriage, civil union, death and fetal death, amendment files related to parentage and gender change, and all vital records indexes.	Permanent	- 0 -	Permanent / Archival	Pursuant to CGS §45a-757, vital records related to adoptions must be kept permanently. Pursuant to CGS §19a-323, cremation certificates must be kept on permanent record.
8.	Out of State Birth and Death Transcripts Consists of transcripts of birth and death records of persons who were born or died in other states but were residents of Connecticut.	5 years following vital event	- 0 -	5 years following vital event	If transcript is received in a paper format, it is entered into database. Once data is entered and checked for quality assurance, the electronic record becomes the official record, and the paper record becomes eligible for destruction.