

**ARCHIVES AND RECORDS COMMISSION**

**Oklahoma Department of Libraries  
200 NE 18<sup>th</sup> Street, Second Floor South Conference Room  
Oklahoma City, Oklahoma**

**October 26, 2023  
11:00 a.m.**

This meeting is being conducted under the provisions of the Open Meeting Act as provided in SB 1031 approved by the Governor on February 10, 2021.

**AGENDA**

1. Call to Order
2. Roll Call  
  
Amber Smith, Chair  
Natalie Currie, Vice Chair and Secretary  
Mariah Carter, Proxy for Lt. Governor  
Ruthie Chicoine, Proxy for State Auditor and Inspector  
Kiran Nallayahgari, Proxy for State Treasurer
3. Approval of Minutes of the Meeting of July 27, 2023\*
4. State Archives and Records Management Division Quarterly Report
5. Schedule of Meetings for 2024 – Approval of Proposed Dates\*
  - January 25, 2024
  - April 25, 2024
  - July 25, 2024
  - October 24, 2024
6. Consideration of Schedule Amendments\*
  - 6.a 82-20 [AMD] Oklahoma Department of Veterans Affairs
  - 6.b 84-06 [AMD] Oklahoma Public Employees Retirement System
  - 6.c 92-17 [AMD] Oklahoma State Department of Health, Protective Health Services
  - 6.d 2002-01 [AMD] Oklahoma State Department of Health, Commissioner of Health
  - 6.e 2002-02 [AMD] Oklahoma State Department of Health, Family Health
  - 6.f 2002-06 [AMD] Oklahoma State Department of Health, Administrative Services
  - 6.g 2003-02 [AMD] Oklahoma State Department of Health, Community and Family Health Services

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8. Adjournment

\*Archives and Records Commission action required.

Key to abbreviations used above:

[AMD] = Amendment to a Records Disposition Schedule

[NEW] = Records Disposition Schedule

[RDA] = Records Disposition Authorization



## Archives and Records Commission Meeting Minutes, July 27, 2023

### Call to Order:

Amber Smith called the meeting to order at 11:01 a.m.

### Members present were:

Amber Smith	Chair
Natalie Currie	Vice Chair and Secretary
Ruthie Chicoine	Proxy for State Auditor
Mariah Carter	Proxy for Lt. Governor
Kiran Nallayahgari (joined at 11:03)	Proxy for State Treasurer

### Also present were:

Madalynn Martin	Office of the Attorney General
Jan Davis	Department of Libraries
Jennifer Green	Department of Libraries
Alyssa Vaughn	Department of Libraries
Nathan Broyles	Housing Finance Authority
Fariba Williams	State Regents for Higher Education
Stephanie Beauchamp	State Regents for Higher Education
Gina McPherson	State Regents for Higher Education

### Posting of Meeting Agenda

The agenda was posted on the window near the front door of the Oklahoma Department of Libraries building on July 13, 2023. The agenda was also posted on the agency's website on July 13, 2023.

### Approval of Minutes of the Meeting of April 27, 2023:

Approval of the Minutes was moved by Currie and seconded by Carter.

Carter	aye
Chicoine	aye
Currie	aye
Nallayahgari	absent
Smith	aye

Consideration of Requests:

**5a. Amendment to Records Disposition Schedule 84-01, Oklahoma Tax Commission, Motor Vehicle Division**

The Oklahoma Tax Commission requested Records Disposition Schedule 84-01 be amended. Approval of the amendments to Records Disposition Schedule 84-01 was moved by Nallayahgari and seconded by Currie.

Carter	aye
Chicoine	aye
Currie	aye
Nallayahgari	aye
Smith	aye

**5b. Amendment to Records Disposition Schedule 84-06, Oklahoma Public Employees Retirement System**

The Oklahoma Public Employees Retirement System requested amendments to Records Disposition Schedule 84-06 be withdrawn from consideration. Approval to table consideration of Records Disposition Schedule 84-06 was moved by Currie and seconded by Carter.

Carter	aye
Chicoine	aye
Currie	aye
Nallayahgari	aye
Smith	aye

**5c. Amendment to Records Disposition Schedule 88-03, Oklahoma Department of Transportation**

The Oklahoma Department of Transportation requested Records Disposition Schedule 88-03 be amended. Approval of the amendments to Records Disposition Schedule 88-03 was moved by Nallayahgari and seconded by Carter.

Carter	aye
Chicoine	aye
Currie	aye
Nallayahgari	aye
Smith	aye

**5d. Amendment to Records Disposition Schedule 88-13, Oklahoma Department of Corrections, Community Corrections Centers**

The Oklahoma Department of Corrections requested Records Disposition Schedule 88-13 be amended. Approval of the amendments to Records Disposition Schedule 88-13 was moved by Currie and seconded by Smith.

Carter	aye
Chicoine	aye
Currie	aye
Nallayahgari	aye
Smith	aye

**5e. Amendment to Records Disposition Schedule 88-16, Oklahoma Department of Corrections, Private Prison Industry Board**

The Department of Corrections requested Records Disposition Schedule 88-16 be amended. Approval of the amendments to Records Disposition Schedule 88-16 was moved by Carter and seconded by Nallayahgari.

Carter	aye
Chicoine	aye
Currie	aye
Nallayahgari	aye
Smith	aye

**5f. Amendment to Records Disposition Schedule 90-03, Oklahoma State Regents for Higher Education**

Davis introduced Fariba Williams, Stephanie Beauchamp, and Gina McPherson. The requested Records Disposition Schedule 90-03 be amended. Approval of the amendments to Records Disposition Schedule 90-03 was moved by Currie and seconded by Carter.

Carter	aye
Chicoine	aye
Currie	aye
Nallayahgari	aye
Smith	aye

**5g. Amendment to Records Disposition Schedule 2000-04, Oklahoma Housing Finance Agency**

Davis introduced Nathan Broyles. The Oklahoma Housing Finance Agency requested Records Disposition Schedule 2000-04 be amended. Approval of the amendments to Records Disposition Schedule 2000-04 was moved by Nallayahgari and seconded by Currie.

Carter	aye
Chicoine	aye
Currie	aye
Nallayahgari	aye
Smith	aye

**5h. Amendment to Records Disposition Schedule 2001-03, Department of Consumer Credit**

The Department of Consumer Credit requested Records Disposition Schedule 2001-03 be amended. Approval of the amendments to Records Disposition Schedule 2001-03 was moved by Nallayahgari and seconded by Carter.

Carter	aye
Chicoine	aye
Currie	aye
Nallayahgari	aye
Smith	aye

**5i. Amendment to Records Disposition Schedule 2007-04, Oklahoma Department of Mental Health and Substance Abuse Services, Tulsa Center for Behavioral Health**

The Oklahoma Department of Mental Health and Substance Abuse Services requested Records Disposition Schedule 2007-04 be amended. Approval of the amendments to Records Disposition Schedule 2007-04 was moved by Currie and seconded by Smith.

Carter	aye
Chicoine	aye
Currie	aye
Nallayahgari	aye
Smith	aye

**5j. Amendment to Records Disposition Schedule 2008-03, Oklahoma Boll Weevil Eradication Organization**

The Oklahoma Boll Weevil Eradication Organization requested Records Disposition Schedule 2008-03 be amended. Approval of the amendments to Records Disposition Schedule 2008-03 was moved by Nallayahgari and seconded by Carter.

Carter	aye
Chicoine	aye
Currie	aye
Nallayahgari	aye
Smith	aye

**5k. Amendment to Records Disposition Schedule 2017-01, Oklahoma Department of Career and Technology Education**

The Oklahoma Department of Career and Technology Education requested Records Disposition Schedule 2017-01 be amended. Approval of the amendments to Records Disposition Schedule 2017-01 was moved by Currie and seconded by Smith.

Carter	aye
Chicoine	aye
Currie	aye
Nallayahgari	aye
Smith	aye

**New Business:**

No new business was conducted at this time.

**Adjournment:**

The meeting was adjourned at 11:12 a.m.

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Amber Smith, Chair

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Natalie Currie, Vice Chair and Secretary  
Oklahoma Department of Libraries

## Archives and Records Management Department Activity Report

July 13, 2023 – October 5, 2023

### State Archives

Staff changes: Amanda Chrestensen started as an Archivist/Records Management Specialist, Level I, on September 5, 2023. Jennifer Green resigned her position as an Archivist/Records Management Specialist, Level III, effective September 15, 2023.

### *Projects*

- 556 items uploaded to the Archives.OK.Gov collection on Digital Prairie, including 191 Department of Health bulletins, 119 governors' newsletters, 65 state agency annual reports, 59 Labor Market reports, and 22 documents related to the murders of Osage tribal members in the 1920s. An additional 77 items from partner institutions were uploaded to the Images of Oklahoma collection.
- Processed one box of correspondence of Lieutenant Governor James E. Berry (1935-1955).
- Rehoused 24 cubic feet of Governor JBS Robertson's papers and created updated inventory.
- Rehoused and created a finding aid for three boxes of inmate records from the Oklahoma State Penitentiary.
- Removed 84 cubic feet of Corporation Commission audio records to be transferred to State Surplus for destruction, as approved by the Archives and Records Commission in July.
- Continued participation in a cross-functional group to examine ODL's internal file storage practices and structure with the goal of migrating files to a single, shared location.

### *Records Management*

- Advised Benjamin Hedges, Assistant Professor/Archivist at the Edmon Low Library of Oklahoma State University on records management with an online meeting on August 8, 2023.
- Archives staff met with Holly Bormann from Carl Albert State College to discuss records management on September 26, 2023.

### *Outreach*

- Provided a tour to twelve genealogists from the Oklahoma Genealogical Society (8/9).

### State Records Center and Annex

- Transfers to the State Records Center include 327 cubic feet from the following agencies: Office of the Attorney General, Nursing Board, OMES, and Pardon and Parole Board.
- Staff pulled 569 cubic feet of records for destruction from the following agencies: Aeronautics Commission, Corporation Commission, Employment Security Commission, Juvenile Affairs, OMES, and Public Employees Retirement System.
- Staff completed full inventories of all boxes stored by the Office of the Attorney General and the Public Employees Retirement System—a total of 9,840 boxes—to reconcile billing discrepancies.



ARCHIVES AND RECORDS COMMISSION

**DEPARTMENT OF VETERANS AFFAIRS**  
Amendments to Records Disposition Schedule **82-20**

**\* October 26, 2023 \***

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Summary

- 1-2 Agency requests series be amended.
- 1-5 Agency requests series be amended.
- 1-13 Agency requests series be amended.
- 3-1 Agency requests series be amended.
- 3-3 Agency requests series be amended.
- 3-4 Agency requests series be amended.
- 3-5 Agency requests series be amended.
- 3-8 Agency requests series be amended.
- 3-9 Agency requests series be amended.
- 3-11 Agency requests series be amended.
- 3-12 Agency requests series be amended.
- 3-13 Agency requests series be amended.
- 3-15 Agency requests series be amended.
- 3-16 Agency requests series be amended.
- 3-17 Agency requests series be amended.
- 3-20 Agency requests series be amended.
- 3-21 Agency requests series be amended.
- 3-22 Agency requests series be amended.
- 3-23 Agency requests series be amended.
- 3-24 Agency requests series be amended.
- 3-25 Agency requests series be amended.
- 3-26 Agency requests series be amended.
- 4-1 Agency requests series be amended.
- 4-4 Agency requests series be amended.

ARCHIVES AND RECORDS COMMISSION

**DEPARTMENT OF VETERANS AFFAIRS**  
Amendments to Records Disposition Schedule **82-20**

**\* October 26, 2023 \***

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- 4-5 Agency requests series be amended.
  - 4-6 Agency requests series be amended.
  - 4-7 Agency requests series be amended.
  - 4-8 Agency requests series be amended.
  - 4-9 Agency requests series be amended.
  - 4-10 Agency requests series be amended.
  - 4-11 Agency requests series be amended.
  - 4-12 Agency requests series be amended.
  - 4-13 Agency requests series be amended.
  - 4-14 Agency requests series be amended.
  - 4-15 Agency requests series be amended.
  - 4-16 Agency requests series be amended.
  - 4-17 Agency requests series be amended.
  - 4-18 Agency requests series be amended.
  - 4-19 Agency requests series be amended.
  - 4-20 Agency requests series be amended.
  - 4-21 Agency requests series be amended.
  - 4-22 Agency requests series be amended.
  - 4-24B Agency requests series be amended.
  - 4-26 Agency requests series be amended.
  - 4-27 Agency requests series be amended.
  - 5-1 Agency requests series be amended.
  - 5-2 Agency requests series be amended.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF VETERANS AFFAIRS  
Amendments to Records Disposition Schedule 82-20

\* October 26, 2023 \*

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Director's Office

1-2      **War Veterans Commission, Reference Files**

Description:      Files contain copies of agendas, correspondence, and other documents relating to the activities of the War Veterans Commission.

Disposition:      ~~Retain in office three (3) years and destroy duplicate material and documents reflected in the Minutes, Series 1 1. Microfilm all other materials and destroy hard copy documents: (1) upon certification that the microfilm meets all standards established by the Archives and Records Commission, (2) after depositing the master negative with the Records Management Division of the Oklahoma Department of Libraries, and (3) after retaining at least one (1) user copy in the agency.~~  
Retain permanently.

1-5      **War Veterans Commission, Membership File**

Description:      This file consists of correspondence and letters of appointment to members of the War Veterans Commission.

Disposition:      ~~Retain in office and microfilm. Destroy hard copy documents: (1) upon certification that the microfilm meets all standards established by the Archives and Records Commission, (2) after depositing the master negative with the Records Management Division of the Oklahoma Department of Libraries, and (3) after retaining at least one (1) user copy in the agency.~~  
Retain permanently.

1-13      **Emergency Assistance Records (Confidential Record 51 O.S. 24A.3)**

Description:      Used to keep a record of all veterans and dependents of veterans who have applied for emergency financial assistance. Information includes the names of applicants, social security numbers, military service data, claim numbers assigned to requests, and other pertinent data.

Disposition:      ~~Retain in office and transfer records to an electronic format. Destroy hard copy documents, except those that cannot be reproduced in a legible and readable condition, upon certification that all records have been successfully entered into an electronic format. Maintain a backup copy in a storage area that meets the manufacturer's recommendations for temperature and humidity controls. Delete or destroy records after three (3) years, provided no legal action is pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~  
Retain in office three (3) years, then destroy, provided no legal action is pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF VETERANS AFFAIRS  
Amendments to Records Disposition Schedule 82-20

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Patient Records

3-1 Admission Case Files

Description: Established for all veterans when they are admitted to the Centers, files provide the following data: information concerning military service, persons to notify in cases of emergency, income statistics, religious preferences, hobbies and recreational pursuits, family information, names of persons who will make burial arrangements in the event of death, and the names of persons assigned to pick up personal items in the event of death.

Volume: three-hundred and twelve (312) cubic feet per year

Disposition: ~~Retain in office and microfilm. Destroy hard copy documents: (1) upon certification that the microfilm meets all standards established by the Archives and Records Commission, (2) after depositing the master negative with the Records Management Division of the Oklahoma Department of Libraries, and (3) after retaining at least one (1) user copy in the agency. Destroy microfilm and all below standard documents when patients are known to have been deceased for at least ten (10) years, provided no legal action is pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

OR

~~Retain in office and transfer records to an electronic format. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered into an electronic format. Maintain a backup copy in a storage area that meets the manufacturer's recommendations for temperature and humidity controls. If no recommendations are provided by the manufacturer, store the electronically formatted record in a storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%. Delete records and destroy all below standard documents when patients are known to have been deceased for at least ten (10) years, provided no legal action is pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

Retain in office ten (10) years after patients are known to be deceased, then destroy, provided no legal action is pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

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Patient Records

3-3 **Waiting Lists**

Description: Information concerning possible admissions to Centers.

Volume: sixteen (16) cubic feet per year

Disposition: Retain in office five (5) years, then destroy.

OR

~~Retain in office and transfer records to an electronic format. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered into an electronic format. Maintain a backup copy in a storage area that meets the manufacturer's recommendations for temperature and humidity controls. If no recommendations are provided by the manufacturer, store the electronically formatted record in a storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%. Delete records and all below standard documents when they become five (5) years old.~~

3-4 **Daily Census**

Description: Morning report compiled by the Nursing staff listing all admissions, discharges, transfers, leave of absences, returns from leave of absences, and room changes of patients. Also includes day reports, morning supervisors' reports, gain and loss records, and daily present and absent work sheets.

Volume: twelve (12) cubic feet per year

Disposition: Retain in office five (5) years, then destroy.

OR

~~Retain in office and transfer records to an electronic format. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered into an electronic format. Maintain a backup copy in a storage area that meets the manufacturer's recommendations for temperature and humidity controls. If no recommendations are provided by the manufacturer, store the electronically formatted record in a storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%. Delete records and all below standard documents when they become five (5) years old.~~

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Patient Records

3-5 **Register of Veterans**

Description: Daily record of admissions, deaths, and absences by veteran names.

Volume: twelve (12) cubic feet per year

Disposition: ~~Retain in office and microfilm on an as needed basis. Destroy hard copy documents: (1) upon certification that the microfilm meets all standards established by the Archives and Records Commission, (2) after depositing the master negative with the Records Management Division of the Oklahoma Department of Libraries, and (3) after retaining at least one (1) user copy in the agency.~~

OR

~~Retain in office and transfer records to an electronic format. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered into an electronic format. Maintain a backup copy in a storage area that meets the manufacturer's recommendations for temperature and humidity controls. If no recommendations are provided by the manufacturer, store the electronically formatted record in a storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%.~~

Retain permanently.

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Patient Records

3-8 **Daily Check-out Sheets**

Description: Used to monitor all veterans residing at the Centers, these sheets record the dates and times that veterans left the Centers. These documents enable staff members to keep track of persons who have left the facilities so that the requirement to notify the VA of persons who have been absent for ninety-six (96) hours or more can be sent.

Volume: twenty-three (23) cubic feet per year

Disposition: Retain in office five (5) years, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

OR

~~Retain in office and transfer records to an electronic format. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered into an electronic format. Maintain a backup copy in a storage area that meets the manufacturer's recommendations for temperature and humidity controls. If no recommendations are provided by the manufacturer, store the electronically formatted record in a storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%. Delete records and all below standard documents when they become five (5) years old, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

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Patient Records

3-9 **Social Backgrounds and Physical Assessment Charts**

Description: Contains social background forms with information pertaining to personal and family data, background, i.e., previous types of employment, military service, hobbies, assessments of physical abilities and problems, possession of hearing aids or eyeglasses, special dietary needs, and abilities to participate in various Center programs.

Volume: thirty (30) cubic feet per year

Disposition: ~~Retain in office and microfilm. Destroy hard copy documents: (1) upon certification that the microfilm meets all standards established by the Archives and Records Commission, (2) after depositing the master negative with the Records Management Division of the Oklahoma Department of Libraries, and (3) after retaining at least one (1) user copy in the agency. Destroy microfilm and all below standard documents when patients are known to have been deceased for at least one (1) year, provided no legal action is pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

OR

~~Retain in office and transfer records to an electronic format. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered into an electronic format. Maintain a backup copy in a storage area that meets the manufacturer's recommendations for temperature and humidity controls. If no recommendations are provided by the manufacturer, store the electronically formatted record in a storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%. Delete records and destroy all below standard documents when patients are known to have been deceased for at least one (1) year, provided no legal action is pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

Retain in office five (5) years after patients are known to be deceased, then destroy, provided no legal action is pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.



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Patient Records

3-11 **Card Files**

Description: Control cards for every veteran examined at the Centers. Cards list dates of military service, claim numbers, social security numbers, and the dates that veterans were admitted to the Centers.

Volume: five (5) cubic feet per year

Disposition: Retain in office permanently.

OR

~~Retain in office and transfer records to an electronic format. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered into an electronic format. Maintain a backup copy in a storage area that meets the manufacturer's recommendations for temperature and humidity controls. If no recommendations are provided by the manufacturer, store the electronically formatted record in a storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%.~~

3-12 **Forwarding Addresses**

Description: Arranged alphabetically by patient names, cards list the forwarding addresses of patients who have been discharged or transferred to other facilities.

Volume: eight (8) cubic feet per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

OR

~~Retain in office and transfer records to an electronic format. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered into an electronic format. Maintain a backup copy in a storage area that meets the manufacturer's recommendations for temperature and humidity controls. If no recommendations are provided by the manufacturer, store the electronically formatted record in a storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%. Delete records and all below standard documents when they are no longer required for administrative purposes.~~

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Patient Records

3-13      **Patient Files**

Description:            Files contain applications for admissions, statements of income, maintenance charge letters, release forms for verification of Social Security benefits, Maintenance and Income Change Forms, copies of VA Form 10-10 and 10-10m, admission check lists, forms relating to discharges, transfers, leaves of absence, correspondence, notations about disciplinary actions, physicians' orders, medication lists, medical history summaries, pharmacy information, copies of EKG and X-ray reports, applicable nursing care plans, and results of laboratory tests.

Volume:                six hundred (600) cubic feet per year

Disposition:           ~~Retain in office and microfilm. Destroy hard copy documents: (1) upon certification that the microfilm meets all standards established by the Archives and Records Commission, (2) after depositing the master negative with the Records Management Division of the Oklahoma Department of Libraries, and (3) after retaining at least one (1) user copy in the agency. For deceased patients, transfer records to Deceased Patient Files, Series 3-26.~~

OR

~~Retain in office and transfer records to an electronic format. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered into an electronic format. Maintain a backup copy in a storage area that meets the manufacturer's recommendations for temperature and humidity controls. If no recommendations are provided by the manufacturer, store the electronically formatted record in a storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%. For deceased patients, transfer records to Deceased Patient Files, Series 3-26.~~

Retain in office until patients are known to be deceased, then transfer records to Deceased Patient Files, Series 3-26.

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Patient Records

3-15      **Lab Test Files**

Description:      Maintained by clinical laboratory personnel, these files include copies of Tuberculosis report forms which are completed every time a patient or staff member has a positive reaction to a skin test and reports listing the names of patients tested, the types of tests performed, testing dates and times, and the results of testing procedures.

Volume:            seven (7) cubic feet per year

Disposition:      Retain in office five (5) years, then destroy.

OR

~~Retain in office and transfer records to an electronic format. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered into an electronic format. Maintain a backup copy in a storage area that meets the manufacturer's recommendations for temperature and humidity controls. If no recommendations are provided by the manufacturer, store the electronically formatted record in a storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%. Delete records and all below standard documents when they become five (5) years old.~~

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Patient Records

3-16      **Monthly and Yearly Laboratory Reports and EKG Logs (Clinical Laboratory)**

Description:      Used solely for reference purposes, laboratory reports list the number and types of laboratory tests performed by Clinical Laboratory staff members at the Centers. X-ray and EKG Logs list the names of persons who were X-rayed or given an EKG and the dates that tests were administered.

Volume:            thirty-four (34) cubic feet per year

Disposition:       Retain in office five (5) years, then destroy.

**OR**

~~Retain in office and transfer records to an electronic format. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered into an electronic format. Maintain a backup copy in a storage area that meets the manufacturer's recommendations for temperature and humidity controls. If no recommendations are provided by the manufacturer, store the electronically formatted record in a storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%. Delete records and all below standard documents when they become five (5) years old.~~

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Patient Records

3-17      **Radiation Exposure Levels**

Description:      Maintained to monitor the amounts of X-ray exposure received by individuals at the Centers, these records indicate the "lifetime" exposure level of persons associated with the Centers.

Volume:            twenty-two (22) cubic feet per year

Disposition:       Retain in office permanently.

OR

~~Retain in office and transfer records to an electronic format. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered into an electronic format. Maintain a backup copy in a storage area that meets the manufacturer's recommendations for temperature and humidity controls. If no recommendations are provided by the manufacturer, store the electronically formatted record in a storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%.~~

3-20      **Monthly and Yearly Reports for Physical Therapy and Respiratory Therapy**

Description:       Record of types and numbers of procedures completed by Respiratory Therapists, Physical Therapists, and Physical Therapy Aides.

Volume:            eighteen (18) cubic feet per year

Disposition:       Retain in office five (5) years, then destroy.

OR

~~Retain in office and transfer records to an electronic format. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered into an electronic format. Maintain a backup copy in a storage area that meets the manufacturer's recommendations for temperature and humidity controls. If no recommendations are provided by the manufacturer, store the electronically formatted record in a storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%. Delete records and all below standard documents when they become five (5) years old.~~

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Patient Records

3-21 **Diet Information Sheets**

Description: Updated weekly, these documents list the names and room numbers of nursing care patients who must have special diets.

Volume: nineteen (19) cubic feet per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

~~OR~~

~~Retain in office and transfer records to an electronic format. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered into an electronic format. Maintain a backup copy in a storage area that meets the manufacturer's recommendations for temperature and humidity controls. If no recommendations are provided by the manufacturer, store the electronically formatted record in a storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%. Delete records and all below standard documents when they are no longer required for administrative purposes.~~

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Patient Records

3-22      **Nursing Supervisor's Reports**

Description:      Daily reports for each shift regarding administrative information, leaves of absence, transfers to and from Centers, patient room changes, and other routine information. These reports are used solely for convenience to update oncoming nursing supervisors of routine matters dealt with on the previous work shift.

Volume:            thirteen (13) cubic feet per year

Disposition:       Retain in office until no longer required for administrative purposes, then destroy.

OR

~~Retain in office and transfer records to an electronic format. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered into an electronic format. Maintain a backup copy in a storage area that meets the manufacturer's recommendations for temperature and humidity controls. If no recommendations are provided by the manufacturer, store the electronically formatted record in a storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%. Delete records and all below standard documents when they are no longer required for administrative purposes.~~

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Patient Records

3-23 **Monthly Averages, Total Collections, and Number of Patients**

Description: Information includes the number of admissions, discharges, average number of veterans present, food costs, and per capita costs for both domiciliary and nursing care patients at each Center during the reporting period. In addition, the reports list the number of classified and unclassified employees at the Centers and the amounts of funds received for patient and health care services. These data are reflected in Series 2-19.

Volume: thirteen (13) cubic feet per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

OR

~~Retain in office and transfer records to an electronic format. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered into an electronic format. Maintain a backup copy in a storage area that meets the manufacturer's recommendations for temperature and humidity controls. If no recommendations are provided by the manufacturer, store the electronically formatted record in a storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%. Delete records and all below standard documents when they are no longer required for administrative purposes.~~



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Patient Records

3-24      **Recreation Files: Exercise, Ceramic Classes, and Outings Log Books**

Description:      Information in these files provide daily and weekly attendance and progress reports for each veteran at the Centers. Substantive data are reflected in Patient Files, Series 3-13 and 3-14.

Volume:            fourteen (14) cubic feet per year

Disposition:      Retain in office until no longer required for administrative purposes, then destroy.

OR

~~Retain in office and transfer records to an electronic format. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered into an electronic format. Maintain a backup copy in a storage area that meets the manufacturer's recommendations for temperature and humidity controls. If no recommendations are provided by the manufacturer, store the electronically formatted record in a storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%. Delete records and all below standard documents when they are no longer required for administrative purposes.~~

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Patient Records

3-25 **Incident/Accident Reports--Care and Custody**

Description: Files contain all pertinent information relating to accidents and other occurrences affecting the health and well being of nursing care patients.

Volume: thirteen (13) cubic feet per year

Disposition: ~~Retain in office and microfilm on an as needed basis. Destroy hard copy documents: (1) upon certification that the microfilm meets all standards established by the Archives and Records Commission, (2) after depositing the master negative with the Records Management Division of the Oklahoma Department of Libraries, and (3) after retaining at least one (1) user copy in the agency. Destroy microfilm and all below standard documents when patients are known to have been deceased for at least ten (10) years, provided no legal action is pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

OR

~~Retain in office and transfer records to an electronic format. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered into an electronic format. Maintain a backup copy in a storage area that meets the manufacturer's recommendations for temperature and humidity controls. If no recommendations are provided by the manufacturer, store the electronically formatted record in a storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%. Delete records and destroy all below standard documents when patients are known to have been deceased for at least ten (10) years, provided no legal action is pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

Retain in office five (5) years after patients are known to be deceased, then destroy, provided no legal action is pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

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Patient Records

3-26 **Deceased Patient Files (Record Copy)**

Description: Files contain applications for admissions, statements of income, maintenance charge letters, release forms for verifications of Social Security benefits, Maintenance and Income Change forms, copies of VA Form 10-10 and 10-10m, admission check lists, forms relating to discharges, transfers, leaves of absence, correspondence, notations about disciplinary actions, physician's orders, medication lists, medical history summaries, pharmacy information, copies of EKG and X-ray reports, applicable nursing care plans, and results of laboratory tests.

Volume: one-hundred and forty (140) cubic feet per year

Disposition: ~~Retain in office and microfilm on an as needed basis. Destroy hard copy documents: (1) upon certification that the microfilm meets all standards established by the Archives and Records Commission, (2) after depositing the master negative with the Records Management Division of the Oklahoma Department of Libraries, and (3) after retaining at least one (1) user copy in the agency. Destroy microfilm and all below standard documents when patients are known to have been deceased for at least ten (10) years, provided no legal action is pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

OR

~~In the case of patients known to have been deceased for at least ten (10) years, destroy records without microfilming. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

OR

~~Retain in office and transfer records to an electronic format. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered into an electronic format. Maintain a backup copy in a storage area that meets the manufacturer's recommendations for temperature and humidity controls. If no recommendations are provided by the manufacturer, store the electronically formatted record in a storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%. Delete records and destroy all below standard documents when patients are known to have been deceased for at least ten (10) years, provided no legal action is pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

Retain in office five (5) years after patients are known to be deceased, then

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destroy, provided no legal action is pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

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Pharmacy Records

4-1 **Schedule I and II Drug Order Forms**

Description: Copies of DEA Form #222 used to obtain federally-controlled (Schedule I and II) drugs.

Volume: five (5) cubic foot per year

Disposition: Retain in office five (5) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

OR

~~Retain in office and transfer records to an electronic format. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered into an electronic format. Maintain a backup copy in a storage area that meets the manufacturer's recommendations for temperature and humidity controls. If no recommendations are provided by the manufacturer, store the electronically formatted record in a storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%. Delete records and all below standard documents when they become five (5) years old, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

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Pharmacy Records

4-4 **Pharmacy Controlled-Drug Log -- Schedule II Drugs**

Description: Information includes the date of receipt of each federally-controlled drug, the amount received, the vendor, the date issued, amount issued, and the nursing medication cart to which each drug was issued by pharmacy.

Volume: eight (8) cubic feet per year

Disposition: Retain in office five (5) years, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

OR

~~Retain in office and transfer records to an electronic format. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered into an electronic format. Maintain a backup copy in a storage area that meets the manufacturer's recommendations for temperature and humidity controls. If no recommendations are provided by the manufacturer, store the electronically formatted record in a storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%. Delete records and all below standard documents when they become five (5) years old, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

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Pharmacy Records

4-5 **Pharmacy Controlled-Drug Log -- Schedule III, IV, and V Drugs**

Description: Information includes the date of receipt of each federally-controlled drug, the amount received, the vendor, the date issued, amount issued, and the nursing medication cart to which each drug was issued by pharmacy.

Volume: eight (8) cubic feet per year

Disposition: Retain in office five (5) years, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

OR

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Pharmacy Records

4-6      **Nursing Controlled-Drug Count Verification Record**

Description:      Dates and nursing signatures from each oncoming and off going shift indicating that controlled-drug counts are correct.

Volume:            seventeen (17) cubic feet per year

Disposition:      Retain in office five (5) years, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

OR

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Pharmacy Records

4-7 **Pharmacy Inventory Records**

Description: Record of amounts of drugs on hand, the drugs and amounts received, issued, and returned to the Pharmacy (includes Pharmacy Monthly Drug Log, if generated). Records all in-and-out drug transactions and/or inventories.

Volume: seventeen (17) cubic feet per year

Disposition: Retain in office five (5) years, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

~~OR~~

~~Retain in office and transfer records to an electronic format. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered into an electronic format. Maintain a backup copy in a storage area that meets the manufacturer's recommendations for temperature and humidity controls. If no recommendations are provided by the manufacturer, store the electronically formatted record in a storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%. Delete records and all below standard documents when they become five (5) years old, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

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Pharmacy Records

4-8      **Controlled Drug Annual Inventory**

Description:      Copy of annual inventory of all federally-controlled drugs in Center pharmacies submitted to the Oklahoma State Board of Pharmacy. The State Board of Pharmacy is the state office of record (Schedule 87-21, Series 1-4).

Volume:            eight (8) cubic feet per year

Disposition:      Retain in office five (5) years, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

OR

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Pharmacy Records

4-9 **Drug Enforcement Administration Control Inventory Forms**

Description: Compiled every two (2) years, inventory forms list the types and amounts of all federally controlled drugs housed in Center pharmacies.

Volume: eight (8) cubic feet per year

Disposition: Retain in office six (6) years, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

OR

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Pharmacy Records

4-10      **Controlled-Drug Administration Record -- Schedule II Drugs**

Description:      Record of each federally-controlled drug stored in nursing med carts. Information contains name and strength of drug, date and quantity dispensed from Pharmacy, patient's name, name of prescribing physician, signature of the nurse who administered the drug, and amount of drug administered.

Volume:            eleven (11) cubic feet per year

Disposition:      Retain in office five (5) years, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

OR

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Pharmacy Records

4-11 **Controlled-Drug Administration Record -- Schedule III, IV, and V Drugs**

Description: Record of each federally-controlled drug stored in nursing med carts. Information contains name and strength of drug, date and quantity dispensed from Pharmacy, patient's name, name of prescribing physician, signature of the nurse who administered the drug, and amount of drug administered.

Volume: eleven (11) cubic feet per year

Disposition: Retain in office five (5) years, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

OR

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Pharmacy Records

4-12      **Controlled Drug Prescription File -- Schedule II Drugs**

Description:      Prescriptions for controlled drugs dispensed to domiciliary and nursing care patients on leaves of absence or upon discharge from Centers.

Volume:            eight (8) cubic feet per year

Disposition:      Retain in office five (5) years, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

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Pharmacy Records

4-13      **Controlled-Drug Prescription File -- Schedule III, IV and V Drugs**

Description:      Prescriptions for controlled drugs dispensed to domiciliary and nursing care patients on leaves of absence or upon discharge from Centers.

Volume:            eight (8) cubic feet per year

Disposition:      Retain in office five (5) years, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

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Pharmacy Records

4-14 **Non-Controlled Drug Prescription File**

Description: Prescriptions for non-controlled drugs dispensed to domiciliary and nursing care patients on leaves of absence or upon discharge from Centers.

Volume: seventeen (17) cubic feet per year

Disposition: Retain in office five (5) years, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

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Pharmacy Records

4-15      **Nursing Controlled-Drug Requisitions -- Schedule II Drugs**

Description:      List of controlled drugs requisitioned from Pharmacy by nursing personnel and signatures/dates of nursing staff requesting/receiving drugs.

Volume:            eight (8) cubic feet per year

Disposition:      Retain in office five (5) years, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

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Pharmacy Records

4-16      **Nursing Controlled-Drug Requisitions -- Schedule III, IV and V Drugs**

Description:      List of controlled drugs requisitioned from Pharmacy by nursing personnel and signatures/dates of nursing staff requesting/receiving drugs.

Volume:            eight (8) cubic feet per year

Disposition:      Retain in office five (5) years, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

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Amendments to Records Disposition Schedule 82-20

\* October 26, 2023 \*

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Pharmacy Records

4-17      **Drugs Returned to Vendors for Credit**

Description:      Copies of letters requesting authorization, vendor authorization of drugs to be returned, and letters included with drugs returned to vendors for credit, U.P.S. pick-up receipts, return receipts, and insurance receipts.

Volume:            eight (8) cubic feet per year

Disposition:      Transfer audit copy to Financial Records Section, Schedule 82-20, Series 2-2. Retain other copies in office five (5) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

OR

~~Transfer audit copy to Financial Records Section Schedule 82-20, Series 2-2). Retain all other records in office and transfer to an electronic format. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered into an electronic format. Maintain a backup copy in a storage area that meets the manufacturer's recommendations for temperature and humidity controls. If no recommendations are provided by the manufacturer, store the electronically formatted record in a storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%. Delete records and all below standard documents when they become five (5) years old, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

ARCHIVES AND RECORDS COMMISSION

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**\* October 26, 2023 \***

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Pharmacy Records

4-18 **Non-Controlled Drugs Destroyed**

Description: Monthly list of non-controlled, expired or non-usable drugs destroyed. Information includes drug name, strength, and amount destroyed.

Volume: eight (8) cubic feet per year

Disposition: Retain in office five (5) years, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

OR

~~Retain in office and transfer records to an electronic format. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered into an electronic format. Maintain a backup copy in a storage area that meets the manufacturer's recommendations for temperature and humidity controls. If no recommendations are provided by the manufacturer, store the electronically formatted record in a storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%. Delete records and all below standard documents when they become five (5) years old, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF VETERANS AFFAIRS  
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\* October 26, 2023 \*

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Pharmacy Records

4-19      **Controlled Drugs Missing and Surrendered -- Schedule II Drugs**

Description:      File contains information regarding the loss, theft, or the surrender of federally-controlled drugs to the Oklahoma State Bureau of Investigation.

Volume:            eight (8) cubic feet per year

Disposition:      Retain in office five (5) years, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

OR

~~Retain in office and transfer records to an electronic format. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered into an electronic format. Maintain a backup copy in a storage area that meets the manufacturer's recommendations for temperature and humidity controls. If no recommendations are provided by the manufacturer, store the electronically formatted record in a storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%. Delete records and all below standard documents when they become five (5) years old, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

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**DEPARTMENT OF VETERANS AFFAIRS**  
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Pharmacy Records

4-20      **Controlled Drugs Missing and Surrendered -- Schedule III, IV and V Drugs**

Description:      File contains information regarding the loss, theft, or the surrender of federally-controlled drugs to the Oklahoma State Bureau of Investigation.

Volume:            eight (8) cubic feet per year

Disposition:      Retain in office five (5) years, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

OR

~~Retain in office and transfer records to an electronic format. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered into an electronic format. Maintain a backup copy in a storage area that meets the manufacturer's recommendations for temperature and humidity controls. If no recommendations are provided by the manufacturer, store the electronically formatted record in a storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%. Delete records and all below standard documents when they become five (5) years old, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

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Pharmacy Records

4-21 **Non-Returnable Drugs Donated**

Description: List of non-returnable, non-controlled drugs donated to colleges of pharmacy for educational purposes.

Volume: eight (8) cubic feet per year

Disposition: Retain in office five (5) years, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

OR

~~Retain in office and transfer records to an electronic format. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered into an electronic format. Maintain a backup copy in a storage area that meets the manufacturer's recommendations for temperature and humidity controls. If no recommendations are provided by the manufacturer, store the electronically formatted record in a storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%. Delete records and all below standard documents when they become five (5) years old, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

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Pharmacy Records

4-22      **Pharmacy Patient Medication Profile**

Description:      Record of drugs put into medication drawers by Pharmacy personnel for issuing/administration to domiciliary and nursing care patients by nursing personnel. Information includes drug name and strength, frequency, amount, date, and drug allergies/hypersensitivities.

Volume:            eight (8) cubic feet per year

Disposition:        Transfer to Patient Medical File, Series 3-14, upon discharge.

~~OR~~

~~Retain in office and transfer records to an electronic format. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered into an electronic format. Maintain a backup copy in a storage area that meets the manufacturer's recommendations for temperature and humidity controls. If no recommendations are provided by the manufacturer, store the electronically formatted record in a storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%. Transfer data to Patient Medical File, Series 3-14, upon discharge.~~



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Amendments to Records Disposition Schedule 82-20

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Pharmacy Records

4-24B **Drug Night Cabinet (DOCUMED) Verification Records**

Description: Written documentation from nursing personnel stating the patients for which the medication was taken from the DOCUMED, the amount taken, the date of the order, physician's name, and the name of the nurse who dispensed the medication. Also included is documentation as to why the DOCUMED was opened, but nothing taken.

Volume: eight (8) cubic feet per year

Disposition: Retain in office two (2) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

OR

~~Retain in office and transfer records to an electronic format. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered into an electronic format. Maintain a backup copy in a storage area that meets the manufacturer's recommendations for temperature and humidity controls. If no recommendations are provided by the manufacturer, store the electronically formatted record in a storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%. Delete records and all below standard documents when they become two (2) years old, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

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Pharmacy Records

4-26      **Expiration Date Files**

Description:      Forms used to record the expiration dates and lot numbers of drugs received by the pharmacy.

Volume:            eight (8) cubic feet per year

Disposition:      Retain in office until no longer required for administrative purposes, then destroy.

OR

~~Retain in office and transfer records to an electronic format. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered into an electronic format. Maintain a backup copy in a storage area that meets the manufacturer's recommendations for temperature and humidity controls. If no recommendations are provided by the manufacturer, store the electronically formatted record in a storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%. Delete records and all below standard documents when they are no longer required for administrative purposes.~~

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Pharmacy Records

4-27      **Controlled Substance Transfer Sheets (OVC/CLA Form 227)**

Description:      Record of controlled drugs requisitioned from one nursing unit to another nursing unit. File includes name and strength of drug, date, quantity transferred, substance control number, and signatures of charge nurse on each unit and Nursing Supervisor.

Volume:            less than one (1) cubic foot per year

Disposition:      Retain in office five (5) years, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

OR

~~Retain in office and transfer records to an electronic format. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered into an electronic format. Maintain a backup copy in a storage area that meets the manufacturer's recommendations for temperature and humidity controls. If no recommendations are provided by the manufacturer, store the electronically formatted record in a storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%. Delete records and all below standard documents when they become five (5) years old, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

ARCHIVES AND RECORDS COMMISSION

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Patient Financial Records

5-1 **Trust Fund Accounts**

Description: In order to safeguard personal funds to be used for recreational and other nonmedical expenses, veterans admitted to the Centers usually deposit their funds in a "trust account" and withdraw money as needed. These records show the amounts of money deposited, withdrawn, and balances in the accounts of individual veterans.

Volume: eight (8) cubic feet per year

Disposition: Retain in office seven (7) years, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

~~OR~~

~~Retain in office and transfer records to an electronic format. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered into an electronic format. Maintain a backup copy in a storage area that meets the manufacturer's recommendations for temperature and humidity controls. If no recommendations are provided by the manufacturer, store the electronically formatted record in a storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%. Delete records and all below standard documents when they become seven (7) years old, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

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Patient Financial Records

5-2      **Maintenance Cards**

Description:      Record of monthly charges for veterans' medical care. Includes admission data and annual income information.

Volume:            eight (8) cubic feet per year

Disposition:      Retain in office five (5) years, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

OR

~~Retain in office and transfer records to an electronic format. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered into an electronic format. Maintain a backup copy in a storage area that meets the manufacturer's recommendations for temperature and humidity controls. If no recommendations are provided by the manufacturer, store the electronically formatted record in a storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%. Delete records and all below standard documents when they become five (5) years old, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

ARCHIVES AND RECORDS COMMISSION

**OKLAHOMA PUBLIC EMPLOYEES RETIREMENT SYSTEM (OPERS) AND  
UNIFORM RETIREMENT SYSTEM FOR JUSTICES AND JUDGES**

Amendment to Records Disposition Schedule **84-06**

**\* October 26, 2023 \***

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Summary

1-60 Agency requests series be added.

ARCHIVES AND RECORDS COMMISSION

**OKLAHOMA PUBLIC EMPLOYEES RETIREMENT SYSTEM (OPERS) AND  
UNIFORM RETIREMENT SYSTEM FOR JUSTICES AND JUDGES**

Amendment to Records Disposition Schedule **84-06**

**\* October 26, 2023 \***

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Administration Division

1-60     **Member Call Recordings**

Description:     This file contains call recordings from the Contact Center's Call Queue. These recordings are used for quality assurance for both Contact Center Representatives and Analysts/Specialists in Benefit Administration. Calls will remain on GoToConnect Administration Portal for no longer than 120 days.

Disposition:     Retain until no longer required for administrative, quality assurance, and training purposes, then destroy.  
Add to schedule, October 26, 2023

ARCHIVES AND RECORDS COMMISSION

STATE DEPARTMENT OF HEALTH

Protective Health Services

Amendments to Records Disposition Schedule 92-17

\* October 26, 2023 \*

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Summary

- 5-14A Agency requests series be amended and transferred from series 14-12A.
- 5-14B Agency requests series be amended and transferred from series 14-12B.
- 11-1 Agency requests series be amended.
- 11-4 Agency requests series be amended.
- 11-5 Agency requests series be amended.
- 11-6 Agency requests series be amended.
- 11-7 Agency requests series be amended.
- 13-1 Agency requests series be amended.
- 13-2 Agency requests series be deleted. These records are convenience copies.
- 13-3 Agency requests series be transferred to series 13-1.
- 13-4 Agency requests series be amended.
- 13-5 Agency requests series be amended.
- 13-7 Agency requests series be amended.
- 13-8 Agency requests series be amended.
- 13-9 Agency requests series be amended.
- 13-10 Agency requests series be amended.
- 13-12 Agency requests series be amended.
- 13-13 Agency requests series be amended.
- 14-12A Agency requests series be amended and transferred to series 5-14A.
- 14-12B Agency requests series be amended and transferred to series 5-14B.
- 14-14A Agency requests series be transferred to Oklahoma Department of Insurance Schedule 94-05, Series 19-1A.



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**Protective Health Services**

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- 14-14B Agency requests series be transferred to Oklahoma Department of Insurance Schedule 94-05, Series 19-1B.
- 18-1 Agency requests series be amended.
- 18-2 Agency requests series be amended.
- 18-3 Agency requests series be amended.
- 18-5 Agency requests series be amended.
- 18-6 Agency requests series be amended.

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Protective Health Services  
Amendments to Records Disposition Schedule 92-17

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Nurse Aid Registry

**5-14A Home Care Administrator Registry (Active) (Confidential Record 74 O.S. §3113)**

Description: Files contain records of the Home Care Administrators, which include name, address, phone number, original certification application with appropriate documentation, completed Oklahoma State Bureau of Investigation form, original certificate number, renewal applications with appropriate documentation attached, continuing education spreadsheet if applicable, dates of renewal, and all other correspondence pertaining to that individual's active Home Care Administrator's certification.

Volume: five (5) cubic feet per year

Disposition: Retain in office and transfer to an electronic format. Destroy hard copy records upon verification that all records have been successfully entered into electronic format. When closed or superseded, transfer to 5-14B, Home Care Administrator Registry (Closed).  
Transfer from Series 14-12A, October 26, 2023

**5-14B Home Care Administrator Registry (Closed) (Confidential Record 74 O.S. §3113)**

Description: Files contain closed or outdated records of Home Care Administrators, which include name, address, phone number, original certification application with appropriate documentation, completed Oklahoma State Bureau of Investigation form, original certificate number, renewal applications with appropriate documentation attached, continuing education spreadsheet if applicable, dates of renewal, and all other correspondence pertaining to that individual's Home Care Administrator's certification.

Volume: less than one (1) cubic foot per year

Disposition: Retain in office and transfer to an electronic format. Destroy hard copy records upon verification that all records have been successfully entered into electronic format. Delete electronic records when they become five (5) years old, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.  
Transfer from Series 14-12B, October 26, 2023

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Consumer Health Services

11-1 **Correspondence**

Description: File consists of ~~incoming and copies of outgoing~~ correspondence of the Chief of Consumer Health Services.

~~Volume:~~ approximately one cubic foot per year

Disposition: ~~Retain in office and transfer records to an electronic format. Destroy hard copy documents upon verification that all records have been successfully entered into electronic format. Delete electronic records when they become three (3) years old, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

Retain in office three (3) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

11-4 **Administrative Working File**

Description: Files contain ~~incoming and copies of outgoing~~ correspondence and memoranda; convenience copies of contract agreements; copies of departmental reports; copies of departmental policies and procedures; copies of financial documents submitted to budget & funding, procurement, and financial management; copies of travel requests for out of state travel, and related documents.

~~Volume:~~ approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review every six months. After completing the review, destroy duplicate and ancillary records. Destroy when substantive records become three (3) years old.~~

Retain in office three (3) years, then destroy.

ARCHIVES AND RECORDS COMMISSION

STATE DEPARTMENT OF HEALTH

Protective Health Services

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Consumer Health Services

11-5      **Licensing Files**

Description:      File contains annual inspection and licensing data for the following programs: food establishment, hotel/motel lodging, bedding, public bathing place, body piercing, x-ray, medical micro-pigmentation, hearing aid fitters and dealers, registered professional sanitarians, licensed genetic counselors, and drug and cosmetics. The database contains demographics, licensing information, correspondence, complaint, compliance information, and statement of legal action to close establishment. Information is transferred from source documents into a database.

Disposition:      ~~Retain in office and transfer records to an electronic format. Destroy hard copy documents upon verification that all records have been successfully entered into electronic format. Delete electronic records when they become three (3) years old, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~  
Retain in office three (3) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

11-6      **Inspection Files**

Description:      File contains inspection data for the following programs: food establishment, hotel/motel lodging, manufacturing, bedding, public bathing place, tattoo, body piercing, x-ray, medical micropigmentation, hearing aid fitters and dealers, registered professional sanitarians, licensed genetic counselors, and drug and cosmetics. The database contains demographics licensing information, correspondence, complaint, compliance information, and statement of legal action to close establishment. Information is transferred from source documents into a database.

~~Volume:~~      ~~two (2) cubic feet per year~~

Disposition:      ~~Retain in office and transfer records to an electronic format. Destroy hard copy documents upon verification that all records have been successfully entered into electronic format. Delete electronic records when they become five (5) years old, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~  
Retain in office five (5) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

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Consumer Health Services

11-7 **Complaint and Enforcement Files** (Restricted access 51 O.S. § 24 A.14)

Description: File contains complaint and enforcement data related to inspections and licensing for the following programs: food establishment, hotel/motel lodging, manufacturing, bedding, public bathing place, tattoo, body piercing, x-ray, medical micro-pigmentation, hearing aid fitters and dealers, registered professional sanitarians, licensed genetic counselors, and drug and cosmetics. The database contains demographics, licensing information, correspondence, complaint, compliance information, and statement of legal action to close establishment. Information is transferred from source documents into a database.

~~Volume: less than one cubic foot per year~~

Disposition: ~~Retain in office and transfer records to an electronic format. Destroy hard copy documents upon verification that all records have been successfully entered into electronic format. Delete electronic records when they become five (5) years old, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~  
Retain in office five (5) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

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\* October 26, 2023 \*

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Long Term Care

13-1 **Correspondence** ~~[Hard Copy Records]~~

Description: File consists of Chief of Long Term Care's ~~incoming and copies of outgoing~~ correspondence.

~~Volume:~~ approximately one cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After the review, destroy duplicate and ancillary records no longer required for administrative purposes.~~ Retain in office three (3) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

13-2 **Correspondence** ~~(Convenience Copy)~~

Description: Convenience or reference copies of records in Series 13-1. (Correspondence).

~~Volume:~~ approximately one cubic foot per year

Disposition: ~~Retain in office until no longer required for administrative purposes, then destroy.~~ Delete from schedule, October 26, 2023

13-3 **Correspondence** ~~[Records Maintained in Electronic Mail Systems]~~

Description: ~~File consists of Chief of Long Term Care's incoming and copies of outgoing correspondence maintained in electronic mail systems.~~

Disposition: ~~Retain in office and delete duplicate and ancillary records when no longer required for administrative purposes. Review records on an annual basis. After completing the review, print out all substantive records, including applicable receipt and transmission data, directory information, distribution lists, and acknowledgements of receipt. Destroy records when they become three (3) years old, provided no legal action is pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

OR

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Long Term Care

**Disposition:** ~~Retain in office and transfer data to disks. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition (a) upon certification that all records have been successfully entered on disk; (b) after storing a back up copy of the disk in an off site storage area that meets the manufacturer's recommendations for temperature and humidity controls; or if no recommendations are provided by the manufacturer, store the back up disk in an off site storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%; and (c) after retaining at least one (1) user copy of the disk in the agency. Destroy/purge disks and all hard copies that could not be imaged when they become three (3) years old provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~  
Transfer to series 13-1, October 26, 2023

13-4 **Administrative Working File**

**Description:** Files contain ~~incoming and copies of outgoing~~ correspondence and memoranda; convenience copies of contract agreements; copies of lists of long distant phone calls; copies of equipment inventories; copies of departmental reports; copies of departmental policies and procedures; copies of financial documents submitted to budget & funding, procurement, and financial management; copies of travel requests for out of state travel and related documents.

**Volume:** ~~one (1) cubic foot per year~~

**Disposition:** ~~Retain in office and review every six months. After completing the review, destroy duplicate and ancillary records. Destroy substantive records when they become three (3) years old.~~  
Retain in office three (3) years, then destroy.

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Long Term Care

13-5 **Long Term Care Procedures Manual**

Description: Long Term Care Procedures Manual which governs the operation of the division.

Volume: one (1) cubic foot

Disposition: Retain in office until five (5) years after superseded, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

OR

~~Retain in office and transfer records to an electronic format. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered into an electronic format. Maintain a backup copy in a storage area that meets the manufacturer's recommendations for temperature and humidity controls. Delete electronic records and destroy all below standard documents five (5) years after record becomes superseded, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~



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Long Term Care

13-7      **Licensure**

Description:      This file contains records documenting the licensure and Medicare/Medicaid certification of specific Long Term Care facilities in Oklahoma. Records include licensure applications, records of fees paid, long term care Medicare/Medicaid specifications, and life safety codes specifications.

~~Volume:~~      ~~two (2) cubic feet per year~~

Disposition:      Retain ~~these records for~~ seven (7) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

~~OR~~

~~Retain in office and transfer records to an electronic format. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered into an electronic format. Maintain a backup copy in a storage area that meets the manufacturer's recommendations for temperature and humidity controls. Delete electronic records and destroy all below standard documents when they become seven (7) years old, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

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Long Term Care

13-8      **Surveys**

Description:      This file contains records of inspections and follow-ups, copies of correspondence, records of complaints or legal action, and a copy of the facility's license. This file may also contain inspections of unlicensed facilities.

Volume:            ~~six (6) cubic feet per year~~

Disposition:      Retain ~~these records for~~ seven (7) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

OR

~~Retain in office and transfer records to an electronic format. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered into an electronic format. Maintain a backup copy in a storage area that meets the manufacturer's recommendations for temperature and humidity controls. Delete electronic records and destroy all below standard documents when they become seven (7) years old, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

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Long Term Care

13-9 **Client Surveys (Confidential Record 51 O.S. § 24A13)**

Description: This file contains client interviews, list of client names, records of inspections and follow-ups, copies of correspondence, records of complaints or legal action, and a copy of the facility's license.

Volume: ~~six (6) cubic feet per year~~

Disposition: Retain ~~these records for~~ seven (7) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

OR

~~Retain in office and transfer records to an electronic format. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered into an electronic format. Maintain a backup copy in a storage area that meets the manufacturer's recommendations for temperature and humidity controls. Delete electronic records and destroy all below standard documents when they become seven (7) years old, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

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13-10 **Complaint (Confidential Record 51 O.S. § 24 A. 14)**

Description: This file contains complaint reports against facilities regulated by Long Term Care. This file may identify the complainant, address, phone number, whom the complaint is against and what the complaint is referencing.

~~Volume: one (1) cubic foot per year~~

Disposition: Retain ~~these records for~~ three (3) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

~~OR~~

~~Retain in office and transfer records to an electronic format. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered into an electronic format. Maintain a backup copy in a storage area that meets the manufacturer's recommendations for temperature and humidity controls. Delete electronic records and destroy all below standard documents when they become three (3) years old, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

13-12 **Informal Dispute Resolution Meetings (Confidential Record 51 O.S. § 24A.13)**

Description: This file contains correspondence, inspection report (only tags in dispute), meeting sign-in sheets, documentation, evidence, and an amended inspection report, if applicable.

~~Volume: one (1) cubic foot per year~~

Disposition: ~~Retain in office and transfer records to an electronic format. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered into an electronic format. Maintain a backup copy in a storage area that meets the manufacturer's recommendations for temperature and humidity controls.~~  
Retain permanently.

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Long Term Care

13-13 **Incident Reports (Confidential Record 51 O.S. § 24A.14, 63 O.S. § 1-1940 and 43A O.S. § 1-109)**

Description: This file contains records of incoming Long Term Care facility reported incidents of any accident or unusual occurrence where there is apparent injury, or where injury may have occurred to a resident. This file may identify the names of residents, names of witnesses, and could contain medical information.

~~Volume: twenty seven (27) cubic feet per year~~

Disposition: Retain in office for three (3) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

~~OR~~

~~Retain in office and transfer records to an electronic format. Destroy hard copy documents, except those that cannot be reproduced in a legible and readable condition, upon certification that all records have been successfully entered into an electronic format. Maintain a backup copy in a storage area that meets the manufacturer's recommendations for temperature and humidity controls. Delete electronic records and destroy all below standard documents when they become three (3) years old, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

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Managed Care

14-12A **Home Care Administrator Registry (Active) (Confidential Record 74 O.S. §3113)**

Description: Files contain records of the Home Care Administrators which include name, address, phone number, original certification application with appropriate documentation, completed Oklahoma State Bureau of Investigation form, original certificate number, renewal applications with appropriate documentation attached, continuing education spreadsheet if applicable, dates of renewal and all other correspondence pertaining to that individual's active Home Care Administrator's certification.

~~Volume:~~ ~~five (5) cubic feet per year~~

~~Disposition: Retain in office and transfer to an electronic format. Destroy hard copy records upon verification that all records have been successfully entered into electronic format.~~ When closed or superseded, transfer to ~~14-12B-5-14B~~, Home Care Administrator Registry (Closed).  
Amend and transfer to series 5-14A, October 26, 2023

14-12B **Home Care Administrator Registry (Closed) (Confidential Record 74 O.S. §3113)**

Description: Files contain closed or outdated records of Home Care Administrators which include name, address, phone number, original certification application with appropriate documentation, completed Oklahoma State Bureau of Investigation form, original certificate number, renewal applications with appropriate documentation attached, continuing education spreadsheet if applicable, dates of renewal and all other correspondence pertaining to that individual's ~~active~~ Home Care Administrator's certification.

~~Volume:~~ ~~less than one cubic foot~~

~~Disposition: Retain in office and transfer to an electronic format. Destroy hard copy records upon verification that all records have been successfully entered into electronic format.~~ Delete electronic records when they become five (5) years old, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.  
Amend and transfer to series 5-14B, October 26, 2023

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Managed Care

14-14A ~~Health Maintenance Organization (HMO) Files (Active)~~

~~Description: Files contain Health Maintenance Organization records, including license renewals, contracts, marketing procedures, physician health plans, and manuals.~~

~~Volume: eight (8) cubic feet per year~~

~~Disposition: Retain in office and transfer to an electronic format. Destroy hard copy records upon verification that all records have been successfully entered into electronic format. Retain until HMO Files are superseded or HMO ceases operation, then transfer to Series 14-14B Health Maintenance Organization (HMO) Files (Closed).  
Transfer to Oklahoma Department of Insurance Schedule 94-05, Series 19-1A, October 26, 2023~~

14-14B ~~Health Maintenance Organization (HMO) Files (Closed)~~

~~Description: Files contain Health Maintenance Organization records that have been superseded or records for HMOs no longer in operation, including license renewals, contracts, marketing procedures, physician health plans, and manuals.~~

~~Volume: eight (8) cubic feet per year~~

~~Disposition: Retain in office and transfer to an electronic format. Destroy hard copy records upon verification that all records have been successfully entered into electronic format. Delete electronic records when they become five (5) years old, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.  
Transfer to Oklahoma Department of Insurance Schedule 94-05, Series 19-1B, October 26, 2023~~

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Oklahoma National Background Check Program

18-1 **Correspondence**

Description: File consists of Oklahoma National Background Check Program correspondence.

Volume: one (1) foot per year

Disposition: Administrative, technical, and physical safeguards to ensure the security and confidentiality of criminal justice information (CJI) shall be in place consistent with CJIS Security Policy. Retain in office for ~~three (3) years~~ one (1) year, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements. The disposal or destruction must be witnessed or carried out by authorized personnel.

18-2 **Employee Convenience Files**

Description: Files consist of department copies of employee records; including, but not limited to applications, hiring and promotional data, Department of Health Performance Appraisal, employee time reports, Personnel Action and Payroll Authorization, requests for leave, travel or training, proof of training, confidentiality statements, and contact information. This record includes criminal justice information (CJI) collected for the employee in their employment screening.

Volume: one (1) cubic foot per year

Disposition: ~~Retain in office until termination of employment with OSDH, then transfer file to Human Resources Division for review. Administrative, technical, and physical safeguards to ensure the security and confidentiality of CJI records shall be in place consistent with CJIS Security Policy. The disposal or destruction must be witnessed or carried out by authorized personnel.~~  
Retain electronically non-CJI information until termination of employment with OSDH. The CJI collected for the employee in their employment screening will be handled, stored, and destroyed in accordance with 18-1.



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Oklahoma National Background Check Program

18-3 **Administrative Working Files**

Description: Files contain correspondence, copies of agreements, departmental reports, copies of financial management documents submitted to Budget and Funding, Procurement, and the program Deputy.

Volume: two (2) cubic feet per year

Disposition: ~~Retain in office and review every 6 months, until such time as the files are being scanned. After completing review, destroy duplicate and ancillary records. Destroy substantive records after 3 years. Once files are being scanned and the scanned file is verified as accurate, hard copies can be destroyed.~~  
Retain for three (3) years, then destroy.

18-5 **Background Check Files (Including fingerprint forms and prints)**

Description: Files consist of information regarding the background checks on individuals, including fingerprint forms, research, findings, and copy of the prints.

Volume: two (2) cubic feet

Disposition: ~~Retain in office and transfer records to an electronic format. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered into an electronic format. Retain permanently. If the applicant appeals the findings, then the file is held in the Legal Division. While in storage, administrative, technical and physical safeguards shall be in place to ensure the security and confidentiality of the records consistent with CJIS Security Policy. The disposal or destruction must be witnessed or carried out by authorized personnel.~~  
Destroy hard copy documents containing any CJI. Retain permanently in OK-SCREEN. If the applicant appeals the findings, then an appeal file is held in the Legal Division. While in storage, administrative, technical, and physical safeguards shall be in place to ensure the security and confidentiality of the records consistent with CJIS Security Policy. The disposal or destruction must be completed with a crosscut shredder and witnessed or carried out by authorized personnel.

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Oklahoma National Background Check Program

18-6 **Determination Appeals Files**

Description: Files consist of all documentation and correspondence in relation to an applicant's appeal filing, review and determination, including certified court documents. These files are working and reference copies. The original files are maintained by the Legal Division. This record may include CJI.

Volume: two (2) cubic feet per year

Disposition: Retain in office and transfer records to an electronic format. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition upon certification that all records have been successfully entered into an electronic format. Retain permanently, except for CJI. For any records containing CJI, administrative, technical, and physical safeguards shall be in place to ensure the security and confidentiality of the information consistent with CJIS Security Policy. The disposal or destruction must be completed with a crosscut shredder and witnessed or carried out by authorized personnel.

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Summary

- 1-1 Agency requests series be amended.
- 1-2 Agency requests series be deleted. This is a convenience copy.
- 1-3 Agency requests series be transferred to series 1-1.
- 1-5 Agency requests series be amended.
- 2-2 Agency requests series be amended.
- 2-3 Agency requests series be transferred to series 2-2.
- 2-4 Agency requests series be amended.
- 3-1 Agency requests series be amended.
- 3-5 Agency requests series be amended.
- 3-7 Agency requests series be amended.
- 3-8 Agency requests series be amended.
- 3-10A Agency requests series be amended.
- 4-1 Agency requests series be amended.
- 4-2 Agency requests series be deleted. This is a convenience copy.
- 4-3 Agency requests series be transferred to series 4-1.
- 4-5 Agency requests series be amended.
- 5-1 Agency requests series be amended.
- 5-2 Agency requests series be deleted. This is a convenience copy.
- 5-3 Agency requests series be transferred to series 5-1.
- 5-7 Agency requests series be amended.
- 5-9 Agency requests series be transferred to series 5-7.
- 5-11 Agency requests series be amended.

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- 7-1 Agency requests series be amended.
- 7-2 Agency requests series be deleted. This is a convenience copy.
- 7-3 Agency requests series be transferred to series 7-1.
- 7-5 Agency requests series be amended.
- 7-6 Agency requests series be amended.
- 7-10 Agency requests series be amended.
- 7-13 Agency requests series be amended.
- 8-1 Agency requests series be amended.
- 8-2 Agency requests series be deleted. This is a convenience copy.
- 8-3 Agency requests series be transferred to series 8-1.
- 8-5 Agency requests series be amended.
- 9-1 Agency requests series be amended.
- 9-2 Agency requests series be deleted. This is a convenience copy.
- 9-3 Agency requests series be transferred to series 9-1.
- 9-4 Agency requests series be amended.
- 10-1 Agency requests series be amended.
- 10-2 Agency requests series be deleted. This is a convenience copy.
- 10-3 Agency requests series be transferred to series 10-1.
- 10-5 Agency requests series be amended.
- 11-1 Agency requests series be amended.
- 11-2 Agency requests series be amended.
- 11-3 Agency requests series be amended.

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Commissioner of Health

1-1 **Correspondence (~~Hard Copy Records~~)**

Description: File consists of Commissioner of Health ~~incoming and copies of outgoing~~ correspondence.

Disposition: ~~Retain in office and review on an annual basis. After the review, destroy duplicate and ancillary records and three (3) years old or older no longer required for administrative purposes and retain permanently.~~  
Retain permanently.

1-2 **Correspondence (~~Convenience Copy~~)**

Description: ~~Convenience or reference copies of records in Series 1-1.~~

Disposition: ~~Retain in office until no longer required for administrative purposes, then destroy.~~  
Delete from schedule, October 26, 2023

1-3 **Correspondence (~~Records Maintained in Electronic Mail Systems~~)**

Description: ~~File consists of Commissioner of Health inter-agency incoming and copies of outgoing correspondence maintained in electronic mail systems. Intra-agency correspondence is maintained as 1-2 Correspondence (convenience).~~

Disposition: ~~Retain in office and delete duplicate and ancillary records when no longer required for administrative purposes. Review records on an annual basis. After completing the review, print out substantive records and retain in office permanently.~~

OR

~~Retain in office and transfer data to disk(s): (a) upon certification that all records have been successfully entered on disk; (b) after storing a back up copy of the disk in an off site storage area that meets the manufacturer's recommendations for temperature and humidity controls; or if no recommendations are provided by the manufacturer, after storing the back up disk in an off site storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%; and (c) after retaining at least one (1) user copy of the disk in the agency.~~  
Transfer to Series 1-1, October 26, 2023

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Commissioner of Health

1-5      **Administrative Working Files**

Description:      Files contain ~~incoming and copies of outgoing~~ correspondence and memoranda; convenience copies of contract agreements; copies of departmental reports; and copies of departmental policies and procedures.

Volume:            ~~approximately one (1) cubic foot per year~~

Disposition:      ~~Retain in office and review on an annual basis. After completing the review, destroy duplicate and ancillary materials, retain substantive materials, for three (3) years then destroy.~~  
Retain three (3) years, then destroy.

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Internal Audit Division

2-2 **Correspondence (~~Hard Copy~~)**

Description: File consists of Director of Internal Audit's ~~incoming and copies of outgoing~~ correspondence.

Volume: approximately two (2) cubic feet per year

Disposition: ~~Retain in office and review on an annual basis. After the review, destroy duplicate and ancillary records and transfer substantive records (3) years old or older no longer required for administrative purposes to the State Archives, with authority to weed, for permanent preservation.~~  
Retain permanently.

2-3 **~~Correspondence [Records Maintained in Electronic Mail Systems]~~**

Description: ~~File consists of Head of Internal Audit Unit incoming and copies of outgoing correspondence maintained in electronic mail systems.~~

Disposition: ~~Retain in office and delete duplicate and ancillary records when no longer required for administrative purposes. Review records on an annual basis. After records have been printed out, retain in office permanently.~~

OR

~~Transfer data to disk(s): (a) upon certification that all records have been successfully entered on disk; (b) after storing a back up copy of the disk in an off site storage area that meets the manufacturer's recommendations for temperature and humidity controls; or if no recommendations are provided by the manufacturer, after storing the back up disk in an off site storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%; and (c) after retaining at least one (1) user copy of the disk in the agency.~~

~~Transfer to Series 2-2, October 26, 2023~~

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Internal Audit Division

2-4      **Administrative Working Files**

Description:      ~~Files contain incoming and copies of outgoing~~ correspondence and memoranda; copies of employee time reports; copies of departmental reports; copies of departmental policies and procedures; and convenience copies of Financial Management employee personnel files.

Volume:            ~~approximately one (1) cubic foot per year~~

Disposition:      ~~Retain in office and review on an annual basis. After completing the review, destroy duplicate and ancillary materials as well as substantive materials three (3) or more years old no longer required for administrative purposes.~~  
Retain three (3) years, then destroy.



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Office of Accountability System

**3-1 Correspondence**

Description: File consists of correspondence of the Director of Office of Accountability System ~~incoming and copies of outgoing correspondence.~~

Volume: ~~one (1) cubic foot per year.~~

Disposition: ~~Retain in office and transfer records to an electronic format. Destroy hard copy documents upon verification that all records have been successfully entered into electronic format. Delete electronic records when they become three (3) years old, then destroy,~~ provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

**3-5 Administrative Working Files**

Description: Files contain ~~incoming and copies of outgoing~~ correspondence and memoranda; convenience copies of contract agreements; copies of departmental reports; copies employee time & effort and time reports; and copies of departmental policies and procedures.

Volume: ~~approximately one (1) cubic foot per year~~

Disposition: ~~Retain in office and review on an annual basis. After completing the annual review, destroy duplicate and ancillary records; destroy substantive records when they become three (3) years old.~~  
Retain three (3) years, then destroy.

**3-7 Accountability Systems Reports**

Description: This file consists of documents relating to review of programmatic evaluations and/or other similar documents.

Volume: ~~two (2) cubic feet per year.~~

Disposition: ~~Retain in office and transfer records to an electronic format. Destroy hard copy documents upon verification that all records have been successfully entered into electronic format. Delete electronic records when they become three (3) years old, then destroy,~~ provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

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Office of Accountability Systems

**3-8 Office of Accountability Systems Complaint Review and Investigation Files  
(Restricted Access 51 O.S. § 24A. 7, 51 O.S. § 24 A. 12, 51 O.S. § 24 A. 14)**

Description: This file consists of complaints made to the Office of Accountability Systems, reviews of the complaints, and investigations and reports made of those investigations. Complaints are received from customers, clients or employees of the Oklahoma State Department of Health. Those portions of the report that require confidentiality will be redacted, if the recipient of the report is not authorized access to that information by rule or statute.

Volume: ~~one (1) cubic foot per year~~

Disposition: ~~Retain in office and transfer records to an electronic format. Destroy hard copy documents upon verification that all records have been successfully entered into electronic format. Delete electronic records when they become three (3) years old, then destroy~~, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

**3-10A Ethical Practices Committee Files**

Description: Files include Ethical Practices Committee official minutes, agendas of Ethical Practices Committee meetings, subcommittee meeting minutes, and reports.

Volume: ~~less than (1) one cubic foot per year~~

Disposition: ~~Retain in office and transfer records to an electronic format. Destroy hard copy documents upon verification that all records have been successfully entered into electronic format. Delete electronic records when they become three (3) years old, then destroy~~, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

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Office of Communications

4-1 **Correspondence (Hard Copy Records)**

Description: File consists of correspondence of the Director of Office of Communications ~~incoming and copies of outgoing correspondence.~~

Volume: approximately two (2) cubic feet per year

Disposition: ~~Retain in office and review on an annual basis. After the review, destroy duplicate and ancillary records. Retain substantive record(s) in office permanently.~~  
Retain permanently.

4-2 **Correspondence (Convenience Copy)**

Description: ~~Convenience or reference copies of records in Series 6-1.~~

Volume: one (1) cubic foot per year

Disposition: ~~Retain in office until no longer required for administrative purposes, then destroy.~~  
Delete from schedule, October 26, 2023

4-3 **Correspondence (Records Maintained in Electronic Mail Systems)**

Description: ~~File consists of Director of Office of Communications incoming and copies of outgoing correspondence maintained in electronic mail systems.~~

Disposition: ~~Retain in office and delete duplicate and ancillary records when no longer required for administrative purposes. Review records on an annual basis. After completing the review, print out substantive records and retain in office permanently.~~

OR

~~Retain in office and transfer data to disks. Store a back up copy of the disk in an off-site storage area that meets the manufacturer's recommendations for temperature and humidity controls; or if no recommendations are provided by the manufacturer, store the back up disk in an off site storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%; and (c) after retaining at least one (1) user copy of the disk in the agency.~~

~~Transfer to series 4-1, October 26, 2023~~

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Office of Communications

4-5 **Administrative Working Files**

Description: Files contains convenience copies of correspondence and memoranda; copies of contract agreements; employee time and effort; employee time reports; copies of departmental reports; copies of departmental policies and procedures; copies of receipts of monies received for copies of records for series 6-6 Open Records Act Request; and convenience copies of Financial Management reports and budgets.

Volume: approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After the review, destroy duplicate and ancillary records. Retain substantive record(s) for three (3) years, then destroy.~~  
Retain three (3) years, then destroy.

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Office of Minority Health

5-1 ~~Correspondence (Hard Copy Records)~~

Description: File consists of correspondence of the Chief of Office of Minority Health ~~incoming and copies of outgoing correspondence.~~

Volume: approximately two (2) cubic feet per year

Disposition: ~~Retain in office and review on an annual basis. After the review, destroy duplicate and ancillary records. Retain substantive record(s) permanently.~~  
Retain permanently.

5-2 ~~Correspondence (Convenience Copy)~~

Description: ~~Convenience or reference copies of records in Series 5-1.~~

Volume: one (1) cubic foot per year

Disposition: ~~Retain in office until no longer required for administrative purposes, then destroy.~~  
Delete from schedule, October 26, 2023

5-3 ~~Correspondence (Records Maintained in Electronic Mail Systems)~~

Description: ~~File consists of Chief of Office of Minority Health incoming and copies of outgoing correspondence maintained in electronic mail systems.~~

Disposition: ~~Retain in office and delete duplicate and ancillary records when no longer required for administrative purposes. Review records on an annual basis. After completing the review, print out substantive records and retain in office permanently.~~

~~OR~~

~~Retain in office and transfer data to disks. Store a back up copy of the disk in an off-site storage area that meets the manufacturer's recommendations for temperature and humidity controls; or if no recommendations are provided by the manufacturer, store the back up disk in an off-site storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%; and (c) after retaining at least one (1) user copy of the disk in the agency.~~

~~Transfer to series 5-1, October 26, 2023~~

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Office of Minority Health

5-7 **Violence & Prevention Correspondence [~~Hard Copy Records~~]**

Description: File consists of Violence & Prevention ~~incoming and copies of outgoing~~ correspondence.

Volume: approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After the review, destroy duplicate and ancillary records no longer required for administrative purposes. Retain in office until three (3) years old, then destroy provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~  
Retain three (3) years, then destroy, provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

5-9 **Violence & Prevention Correspondence [~~Records Maintained in Electronic Mail Systems~~]**

Description: File consists of Violence & Prevention ~~incoming and copies of outgoing~~ correspondence maintained in electronic mail systems.

Disposition: ~~Retain in office and delete duplicate and ancillary records when no longer required for administrative purposes. Review records on an annual basis. After completing the review, print out all substantive records, including applicable receipt and transmission data, directory information, distribution lists, and acknowledgements of receipt. Destroy record(s) when they become three (3) years old. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

OR

~~Retain in office and transfer data to disks. Store a backup copy of the disk in an off site storage area that meets the manufacturer's recommendations for temperature and humidity controls; or if no recommendations are provided by the manufacturer, store the back up disk in an off site storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%; and (c) after retaining at least one (1) user copy of the disk in the agency. Destroy disk(s) when they become three (3) years old, provided no legal action is pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

Transfer to series 5-7, October 26, 2023

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Office of Minority Health

**5-11 Violence & Prevention Administrative Working Files**

Description: Files contain convenience copies of correspondence and memoranda, copies of contract agreements, employee time and effort; employee time reports; copies of travel claims, copies of departmental reports; copies of departmental policies and procedures, convenience copies of Financial Management reports and budgets.

Volume: approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After completing the annual review, destroy duplicate and ancillary records. Destroy substantive records when they become three (3) years old.~~  
Retain three (3) years, then destroy.

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Vital Records

**7-1 Correspondence (Hard Copy Records)**

Description: File consists of ~~incoming and copies of outgoing~~ correspondence of the State Registrar and Director of Vital Records.

Volume: ~~approximately two (2) cubic feet per year~~

Disposition: ~~Retain in office and review on an annual basis. After the review, destroy duplicate and ancillary records when no longer required for administrative purposes. Retain substantive records in office permanently.~~  
Retain permanently.

~~7-2~~ **Correspondence (Convenience Copy)**

Description: ~~Convenience or reference copies of records in Series 7-1.~~

Volume: ~~one cubic foot per year~~

Disposition: ~~Retain in office until no longer required for administrative purposes, then destroy.~~  
Delete from schedule, October 26, 2023

~~7-3~~ **Correspondence (Records Maintained in Electronic Mail Systems)**

Description: ~~File consists of incoming and copies of outgoing correspondence of the State Registrar and Director of Vital Records maintained in electronic mail systems.~~

Disposition: ~~Retain in office and delete duplicate and ancillary records when no longer required for administrative purposes. Review records on an annual basis. After completing the review, print out all substantive records and retain in office permanently.~~  
Transfer to series 7-1, October 26, 2023



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Vital Records

7-5 **Administrative Working Files**

Description: Files contains convenience copies of correspondence and memoranda; copies of contract agreements; employee time and effort; employee time reports; copies of departmental reports; copies of departmental policies and procedures; copies of old forms used in Vital Records; convenience copies of Financial Management reports and budgets.

Volume: approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After completing the annual review, destroy duplicate and ancillary records. Destroy substantive records when they become three (3) years old.~~  
Retain three (3) years, then destroy.

7-6 **Vital Records Data Base (Electronic) (Restricted Access 63 O.S. § 1-323)**

Description: This electronic file consists of birth, death, and stillbirth certificate demographic information. File may include application and amendment information of individual birth, death, and stillbirth certificates as set by statute. ~~Copies of this file are also maintained in optical disk.~~

Disposition: ~~Retain in office and transfer data to a server. Store a back up server at an off site storage area that meets the manufacturer's recommendations for temperature and humidity controls; or if no recommendations are provided by the manufacturer, store back up server in an off site storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%.~~  
Retain permanently.

7-10 **Vital Records Statistics (Record Copy) (Restricted Access 63 O.S. § 1-323) (Electronic)**

Description: ~~This is an electronic file of~~ File contains medical and demographic information received from hospitals from birth certificates.

Disposition: ~~Retain hard copy in office and transfer data to server. Destroy hard copy documents after 18 months, except those that cannot be reproduced in a legible and readable condition, upon (a) certification that all records have been successfully entered on disk; (b) after storing a back up copy of the disk in an off site storage area that meets the manufacturer's recommendations for temperature and humidity controls; or if no recommendations are provided by the manufacturer, after storing the back up disk in an offsite storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%; and (c) after retaining at least one (1) user copy of the disk in the agency.~~  
Retain permanently.

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Vital Records

7-13 **Daily Receipts** (Electronic)

Description: This is a file of all fees collected by Vital Records for issuance of Birth /Death certificates and other records. Receipts are printed and given to the clients at that time.

Volume: ~~one (1) cubic foot per year~~

Disposition: Retain in office seven (7) years, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

~~OR~~

~~Retain in office and transfer data to a server. Destroy hard copy documents except those that cannot be reproduced in a legible and readable condition (a) upon certification that all records have been successfully entered into the server; (b) after storing a back up server in an off site storage area that meets the manufacturer's recommendations for temperature and humidity controls; or if no recommendations are provided by the manufacturer, store the back up disk in an off site storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%; and (c) after retaining at least one (1) user copy of the disk in the agency. Purge server(s) and all below standards documents when they become seven (7) years old provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

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Chief of Staff

8-1 **Correspondence (~~Hard Copy Records~~)**

Description: File consists of ~~incoming and copies of outgoing~~ correspondence of the Chief of Staff.

Volume: ~~one cubic foot per year~~

Disposition: ~~Retain in office and review on an annual basis. After completing the review, destroy duplicate and ancillary materials. Retain substantive materials permanently.~~  
Retain permanently.

8-2 **Correspondence (~~Convenience Copy~~)**

Description: ~~Convenience or reference copies of records in Series 8-1.~~

Volume: ~~less than one (1) cubic foot per year~~

Disposition: ~~Retain in office until no longer required for administrative purposes, then destroy.~~  
Delete from schedule, October 26, 2023

8-3 **Correspondence (~~Electronic Record~~)**

Description: File consists of ~~incoming and copies of outgoing~~ correspondence of the Chief of Staff.

Disposition: ~~Retain in office and review on an annual basis. After completing the review, destroy duplicate and ancillary materials. Retain substantive records permanently.~~

~~OR~~

~~Retain in office and transfer data to disks. Store a back up copy of the disk in an off site storage area that meets the manufacturer's recommendations for temperature and humidity controls; or if no recommendations are provided by the manufacturer, store the back up disk in an off site storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%; and after retaining at least one (1) user copy of the disk in the agency.~~

~~Transfer to series 8-1, October 26, 2023~~

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Chief of Staff

**8-5 Administrative Working Files**

Description: Files contain copies of memoranda; copies of contract agreements; employee time and effort; employee time reports; copies of departmental reports; copies of departmental policies and procedures; convenience copies of Financial Management reports and budgets.

Volume: approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After completing the review, destroy duplicate and ancillary materials. Retain substantive materials, for three (3) years, then destroy.~~  
Retain three (3) years, then destroy.

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State Board of Health Administration

**9-1 Correspondence (~~Hard Copy Records~~)**

Description: File consists of ~~incoming and copies of outgoing~~ correspondence of the Secretary and supporting staff to the State Board of Health.

Volume: ~~one (1) cubic foot per year~~

Disposition: ~~Retain in office and review on an annual basis. After completing the review, destroy duplicate and ancillary materials. Retain substantive records permanently.~~  
Retain permanently.

**9-2 Correspondence (~~Convenience Copy~~)**

Description: ~~Convenience or reference copies of records in Series 9-1.~~

Volume: ~~less than one (1) cubic foot per year~~

Disposition: ~~Retain in office until no longer required for administrative purposes, then destroy.~~  
Delete from schedule, October 26, 2023

**9-3 Correspondence (~~Electronic Record~~)**

Description: File consists of ~~incoming and copies of outgoing~~ correspondence of the Secretary and supporting staff to the State Board of Health.

Disposition: ~~Retain in office and review on an annual basis. After completing the review, destroy duplicate and ancillary materials. Retain substantive records permanently.~~

~~OR~~

~~Retain in office and transfer data to disks. Store a back up copy of the disk in an offsite storage area that meets the manufacturer's recommendations for temperature and humidity controls; or if no recommendations are provided by the manufacturer, store the back up disk in an offsite storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%; and after retaining at least one (1) user copy of the disk in the agency.~~

Transfer to series 9-1, October 26, 2023

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State Board of Health Administration

9-4 **Administrative Working Files**

Description: Files contain copies of memoranda; copies of contract agreements; employee time and effort; employee time reports; copies of departmental reports; copies of departmental policies and procedures; convenience copies of Financial Management reports and budgets.

Volume: approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After completing the review, destroy duplicate and ancillary materials. Retain substantive materials for three (3) years, then destroy.~~

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Health Care Information

10-1 **Correspondence (~~Hard Copy Records~~)**

Description: File consists of ~~incoming and copies of outgoing~~ correspondence of the Director of Health Care Information.

Volume: ~~two (2) cubic feet per year~~

Disposition: ~~Retain in office and review on an annual basis. After completing the review, destroy duplicate and ancillary materials. Retain substantive materials permanently.~~  
Retain permanently.

10-2 **Correspondence (~~Convenience Copy~~)**

Description: ~~Convenience or reference copies of records in Series 10-1.~~

Volume: ~~one (1) cubic foot per year~~

Disposition: ~~Retain in office until no longer required for administrative purposes, then destroy.~~  
Delete from schedule, October 26, 2023

10-3 **Correspondence (~~Electronic Record~~)**

Description: File consists of ~~incoming and copies of outgoing~~ correspondence of the Director of Health Care Information.

Disposition: ~~Retain in office and review on an annual basis. After completing the review, destroy duplicate and ancillary materials. Retain substantive records permanently.~~

~~OR~~

~~Retain in office and transfer data to disks. Store a back up copy of the disk in an off-site storage area that meets the manufacturer's recommendations for temperature and humidity controls; or if no recommendations are provided by the manufacturer, store the back up disk in an off-site storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%; and after retaining at least one (1) user copy of the disk in the agency.~~

~~Transfer to series 10-1, October 26, 2023~~

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Health Care Information

10-5 **Administrative Working Files**

Description: Files contain convenience copies of correspondence and memoranda; copies of contract agreements; employee time and effort; employee time reports; copies of departmental reports; copies of departmental policies and procedures; copies of receipts of monies received for copies of records for Open Records Act Request; convenience copies of Financial Management reports and budgets.

Volume: approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After completing the review, destroy duplicate and ancillary materials. Retain substantive materials for three (3) years, then destroy.~~  
Retain three (3) years, then destroy.



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Office of Civil Rights

**11-1 Correspondence**

Description: File consists of ~~incoming and copies of outgoing~~ correspondence of the Civil Rights Administrator.

Volume: approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After the review, destroy duplicate and ancillary records no longer required for administrative purposes. Retain substantive records permanently.~~

OR

~~Retain records in an electronic format and review on an annual basis. After the review, destroy duplicate and ancillary records no longer required for administrative purposes. Retain substantive records permanently. Maintain a backup copy in a storage area that meets the manufacturer's recommendations for temperature and humidity controls.~~  
Retain permanently.

**11-2 Administrative Working Files (Confidential Record 51 O.S. §24A.7)**

Description: Files contains copies of memoranda; copies of contract agreements; employee time and effort; employee time reports; copies of departmental reports; copies of departmental policies and procedures, convenience copies of financial management reports and budgets.

Volume: approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After completing the annual review, destroy duplicate and ancillary records. Destroy substantive records when they become three (3) years old.~~  
Retain three (3) years, then destroy.

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Office of Civil Rights

**11-3 Civil Rights Investigations (Confidential Record 51 O.S. §24A.7)**

**Description:** The file consists of civil rights investigation reports. The civil rights investigation reports list the names of alleged civil rights victims and perpetrators; dates and times incidents allegedly occurred; civil rights violations alleged to have occurred; investigator's findings; summaries of investigator's interviews with alleged victims and may include those being accused of being anti-civil rights perpetrators; written statements of those who claim to have witnessed the incidents, alleged victims, and those accused of being perpetrators; and investigators recommendations to the Commissioner of Health and the Office of General Counsel.

**Volume:** approximately one (1) cubic foot per year

**Disposition:** ~~Retain in office and review on an annual basis. After completing the annual review, destroy duplicate and ancillary records. Retain substantive records permanently.~~  
Retain permanently.

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Summary

- 1-1 Agency requests series be amended.
- 1-2 Agency requests series be deleted. This is a convenience copy.
- 1-3 Agency requests series be transferred to series 1-1.
- 1-5 Agency requests series be amended.
- 3-1 Agency requests series be amended.
- 3-2 Agency requests series be deleted. This is a convenience copy.
- 3-3 Agency requests series be transferred to series 3-1.
- 3-5 Agency requests series be amended.
- 5-1 Agency requests series be amended.
- 5-2 Agency requests series be deleted. This is a convenience copy.
- 5-3 Agency requests series be transferred to series 5-1.
- 5-5 Agency requests series be amended.
- 6-1 Agency requests series be amended.
- 6-2 Agency requests series be deleted. This is a convenience copy.
- 6-3 Agency requests series be transferred to series 6-1.
- 6-5 Agency requests series be amended.
- 6-7 Agency requests series be amended.
- 6-11 Agency requests series be amended.
- 7-1 Agency requests series be amended.
- 7-2 Agency requests series be deleted. This is a convenience copy.
- 7-3 Agency requests series be transferred to series 7-1.
- 7-5 Agency requests series be amended.

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- 8-1 Agency requests series be amended.
  - 8-2 Agency requests series be deleted. This is a convenience copy.
  - 8-3 Agency requests series be transferred to series 8-1.
  - 8-5 Agency requests series be amended.
  - 8-9 Agency requests series be amended.
  - 10-1 Agency requests series be amended.
  - 10-2 Agency requests series be deleted. This is a convenience copy.
  - 10-3 Agency requests series be transferred to series 10-1.
  - 10-5 Agency requests series be amended.

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Family Health Administration

1-1 **Correspondence (~~Hard Copy Records~~)**

Description: File consists of correspondence of the Deputy Commissioner of Family Health Administration Service ~~incoming and copies of outgoing correspondence.~~

Disposition: ~~Retain in office and review on an annual basis. After the review, destroy duplicate and ancillary records and three (3) years old or older no longer required for administrative purposes and retain permanently.~~  
Retain permanently.

1-2 **Correspondence (~~Convenience Copy~~)**

Description: Convenience or reference copies of records in Series 1-1.

Disposition: ~~Retain in office until no longer required for administrative purposes, then destroy.~~  
Delete from schedule, October 26, 2023

1-3 **Correspondence [~~Records Maintained in Electronic Mail Systems~~]**

Description: ~~File consists of Deputy Commissioner of Family Health Service incoming and copies of outgoing correspondence maintained in electronic mail systems.~~

Disposition: ~~Retain in office and delete duplicate and ancillary records when no longer required for administrative purposes. Review records on an annual basis. After completing the review, print out and transfer all substantive records, including applicable receipt and transmission data, directory information, distribution lists, and acknowledgements of receipt, three (3) years old or older no longer required for administrative purposes. After records have been printed out retain permanently.~~

OR

~~Store a back up copy of the disk in an off site storage area that meets the manufacturer's recommendations for temperature and humidity controls; or if no recommendations are provided by the manufacturer, after storing the back up disk in an off site storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%.~~

~~Transfer to series 1-1, October 26, 2023~~

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Family Health Administration

1-5 **Administrative Working Files**

Description: Files contain ~~incoming and copies of outgoing~~ correspondence and memoranda; convenience copies of contract agreements; copies of departmental reports; and copies of departmental policies and procedures.

Volume: ~~approximately one (1) cubic foot per year~~

Disposition: ~~Retain in office and review on an annual basis. After completing the review, destroy duplicate and ancillary materials as well as substantive materials three (3) or more years old no longer required for administrative purposes.~~  
Retain three (3) years, then destroy.

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Child Guidance

3-1 **Correspondence** ~~{Hard Copy Records}~~

Description: File consists of correspondence of the Director of Child Guidance ~~incoming and copies of outgoing correspondence.~~

~~Volume:~~ approximately one (1) cubic foot per year

Disposition: Retain ~~in office and review on an annual basis. After the review, destroy duplicate and ancillary records no longer required for administrative purposes. Retain in office until~~ three (3) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

3-2 **Correspondence** ~~(Convenience Copy)~~

Description: ~~Convenience or reference copies of records in Series 3-1. (Correspondence).~~

~~Volume:~~ approximately one (1) cubic foot per year

Disposition: ~~Retain in office until no longer required for administrative purposes, then destroy.~~  
Delete from schedule, October 26, 2023

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Child Guidance

3-3 **Correspondence [~~Records Maintained in Electronic Mail Systems~~]**

Description: ~~File consists of Director of Child Guidance incoming and copies of outgoing correspondence maintained in electronic mail systems.~~

Disposition: ~~Retain in office and delete duplicate and ancillary records when no longer required for administrative purposes. Review records on an annual basis. After completing the review, print out all substantive records, including applicable receipt and transmission data, directory information, distribution lists, and acknowledgements of receipt. Destroy record(s) when they become three (3) years old. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

~~OR~~

~~Retain in office and transfer data to disks. Store a back up copy of the disk at an off site storage area that meets the manufacturer's recommendations for temperature and humidity controls; or if no recommendations are provided by the manufacturer, store the back up disk in an off site storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%; and (e) after retaining at least one (1) user copy of the disk in the agency. Destroy individual optical disks when they become three (3) years old provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

~~Transfer to series 3-1, October 26, 2023~~

3-5 **Administrative Working Files**

Description: Files contain ~~incoming and copies of outgoing~~ correspondence and memoranda; convenience copies of contract agreements; copies of departmental reports; and copies of departmental policies and procedures.

Volume: approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After completing the annual review, destroy duplicate and ancillary records. Destroy when substantive records become three (3) years old.~~  
Retain three (3) years, then destroy.



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Children First Program

5-1 **Correspondence** ~~{Hard Copy Records}~~

Description: File consists of correspondence of the Director of Children First Program ~~incoming and copies of outgoing correspondence.~~

~~Volume:~~ approximately one (1) cubic foot per year

~~Disposition: Retain in office and review on an annual basis. After the review, destroy duplicate and ancillary records no longer required for administrative purposes. Retain in office until three (3) years, then destroy provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

5-2 **Correspondence** ~~(Convenience Copy)~~

~~Description: Convenience or reference copies of records in Series 5-1. (Correspondence).~~

~~Volume:~~ approximately one (1) cubic foot per year

~~Disposition: Retain in office until no longer required for administrative purposes, then destroy.~~  
Delete from schedule, October 26, 2023

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Children First Program

5-3 ~~Correspondence [Records Maintained in Electronic Mail Systems]~~

Description: ~~File consists of Director of Children First Program incoming and copies of outgoing correspondence maintained in electronic mail systems.~~

Disposition: ~~Retain in office and delete duplicate and ancillary records when no longer required for administrative purposes. Review records on an annual basis. After completing the review, print out all substantive records, including applicable receipt and transmission data, directory information, distribution lists, and acknowledgements of receipt. Destroy record(s) when they become three (3) years old. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

~~OR~~

~~Retain in office and transfer data to disks. Store a back up copy of the disk at an off site storage area that meets the manufacturer's recommendations for temperature and humidity controls; or if no recommendations are provided by the manufacturer, store the back up disk in an off site storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%; and (e) after retaining at least one (1) user copy of the disk in the agency. Destroy individual optical disks when they become three (3) years old provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

~~Transfer to series 5-1, October 26, 2023~~

5-5 **Administrative Working Files**

Description: Files contain ~~incoming and copies of outgoing~~ correspondence and memoranda; convenience copies of contract agreements; copies of departmental reports; copies of departmental & agency policies and procedures; copies of legislative files; C1 (Children First) newspaper articles.

Volume: approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After completing the annual review, destroy duplicate and ancillary records. Destroy when substantive records become three (3) years old.~~  
Retain three (3) years, then destroy.

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Dental Health Service

6-1 **Correspondence** ~~{Hard Copy Records}~~

Description: File consists of correspondence of the Chief of Dental Health Service ~~incoming and copies of outgoing correspondence.~~

~~Volume:~~ approximately one (1) cubic foot per year

Disposition: Retain ~~in office and review on an annual basis. After the review, destroy duplicate and ancillary records no longer required for administrative purposes. Retain in office until three (3) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

6-2 **Correspondence** ~~(Convenience Copy)~~

Description: ~~Convenience or reference copies of records in Series 6-1. (Correspondence).~~

~~Volume:~~ approximately one (1) cubic foot per year

Disposition: ~~Retain in office until no longer required for administrative purposes, then destroy.~~  
Delete from schedule, October 26, 2023

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Dental Health Service

6-3 ~~Correspondence [Records Maintained in Electronic Mail Systems]~~

Description: ~~File consists of Chief of Dental Health Service incoming and copies of outgoing correspondence maintained in electronic mail systems.~~

Disposition: ~~Retain in office and delete duplicate and ancillary records when no longer required for administrative purposes. Review records on an annual basis. After completing the review, print out all substantive records, including applicable receipt and transmission data, directory information, distribution lists, and acknowledgements of receipt. Destroy record(s) when they become three (3) years old. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

OR

~~Retain in office and transfer data to disks. Store a back up copy of the disk at an off site storage area that meets the manufacturer's recommendations for temperature and humidity controls; or if no recommendations are provided by the manufacturer, store the back up disk in an off site storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%; and (e) after retaining at least one (1) user copy of the disk in the agency. Destroy individual optical disks when they become three (3) years old provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

~~Transfer to series 6-1, October 26, 2023~~

6-5 **Administrative Working Files**

Description: Files contain ~~incoming and copies of outgoing~~ correspondence and memoranda; convenience copies of contract agreements; copies of departmental reports; copies of departmental & agency policies and procedures; copies of organizational charts; inventory of dental supplies; copies of public relations releases sent to Office of Communications; copies of legislative files; and copies of newspaper articles.

Volume: approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After completing the annual review, destroy duplicate and ancillary records. Destroy when substantive records become three (3) years old.~~  
Retain three (3) years, then destroy.

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Dental Health Service

**6-7 Dental Education Program**

Description: Dental Education Program plans, schedules, reference materials, and evaluations completed by schools, nursing homes, day care centers, or other facilities participating in dental health education programs.

~~Volume:~~ ~~three (3) cubic feet per year~~

~~Disposition:~~ ~~Retain in office and review on an annual basis. After completing the annual review, destroy duplicate and ancillary records. Destroy when substantive records become three (3) years old.~~  
Retain three (3) years, then destroy.

**6-11 Oklahoma Dental Loan Repayment Program Participant Files**

Description: File includes completed applications, copies of invoices, and supporting documentation. The record copy of the invoice is maintained in Schedule 2005-04, Series 2-2. This refers to Schedule 89-09 series 2-31, OSF. IS that still accurate?

~~Volume:~~ ~~approximately one (1) cubic foot per year~~

~~Disposition:~~ ~~Retain in office and review on an annual basis. After the review, destroy duplicate and ancillary records no longer required for administrative purposes. Retain in office until three (3) years after cancellation of participation in the Program, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

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Early Intervention

7-1 **Correspondence ~~{Hard Copy Records}~~**

Description: File consists of correspondence of the Chief of Early Intervention ~~incoming and copies of outgoing correspondence.~~

~~Volume:~~ approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After the review, destroy duplicate and ancillary records no longer required for administrative purposes.~~ Retain in office until three (3) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

7-2 **Correspondence ~~(Convenience Copy)~~**

Description: ~~Convenience or reference copies of records in Series 7-1. (Correspondence).~~

~~Volume:~~ approximately one (1) cubic foot per year

Disposition: ~~Retain in office until no longer required for administrative purposes, then destroy.~~  
Delete from schedule, October 26, 2023

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Early Intervention

7-3 **Correspondence [~~Records Maintained in Electronic Mail Systems~~]**

Description: ~~File consists of Chief of Early Intervention incoming and copies of outgoing correspondence maintained in electronic mail systems.~~

Disposition: ~~Retain in office and delete duplicate and ancillary records when no longer required for administrative purposes. Review records on an annual basis. After completing the review, print out all substantive records, including applicable receipt and transmission data, directory information, distribution lists, and acknowledgements of receipt. Destroy record(s) when they become three (3) years old. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

OR

~~Retain in office and transfer data to disks. Store a back up copy of the disk at an off site storage area that meets the manufacturer's recommendations for temperature and humidity controls; or if no recommendations are provided by the manufacturer, store the back up disk in an off site storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%; and (e) after retaining at least one (1) user copy of the disk in the agency. Destroy individual optical disks when they become three (3) years old provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

Transfer to series 7-1, October 26, 2023

7-5 **Administrative Working Files**

Description: Files contain ~~incoming and copies of outgoing~~ correspondence and memoranda; convenience copies of contract agreements; copies of departmental reports; copies of departmental & agency policies and procedures; copies of legislative files; copies of newspaper articles.

Volume: approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After completing the annual review, destroy duplicate and ancillary records. Destroy when substantive records become three (3) years old.~~  
Retain three (3) years, then destroy.

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Office of Child Abuse Prevention

8-1 **Correspondence ~~{Hard Copy Records}~~**

Description: File consists of correspondence of the Director of Office of Child Abuse Prevention ~~incoming and copies of outgoing correspondence.~~

~~Volume:~~ approximately one (1) cubic foot per year

~~Disposition:~~ ~~Retain in office and review on an annual basis. After the review, destroy duplicate and ancillary records no longer required for administrative purposes. Retain in office until three (3) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

8-2 **Correspondence ~~(Convenience Copy)~~**

~~Description:~~ Convenience or reference copies of records in Series 8-1.

~~Volume:~~ approximately one (1) cubic foot per year

~~Disposition:~~ Retain in office until no longer required for administrative purposes, then destroy.  
Delete from schedule, October 26, 2023



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Office of Child Abuse Prevention

8-3 **Correspondence** ~~[Records Maintained in Electronic Mail Systems]~~

Description: ~~File consists of Director of Office of Child Abuse Prevention incoming and copies of outgoing correspondence maintained in electronic mail systems.~~

Disposition: ~~Retain in office and delete duplicate and ancillary records when no longer required for administrative purposes. Review records on an annual basis. After completing the review, print out substantive records, including applicable receipt and transmission data, directory information, distribution lists, and acknowledgements of receipt. Destroy record(s) when they become three (3) years old. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

~~OR~~

~~Retain in office and transfer data to disks. Store a back up copy of the disk at an off site storage area that meets the manufacturer's recommendations for temperature and humidity controls; or if no recommendations are provided by the manufacturer, store the back up disk in an off site storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%; and (c) after retaining at least one (1) user copy of the disk in the agency. Destroy individual optical disks when they become three (3) years old provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

~~Transfer to series 8-1, October 26, 2023~~

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Office of Child Abuse Prevention

8-5 **Administrative Working Files**

Description: Files contain ~~incoming and copies of outgoing~~ correspondence and memoranda; convenience copies of contract agreements; copies of employee time reports; copies of departmental reports; copies of employee time & effort; convenience copies of financial records; reports of departmental & agency policies and procedures; copies of legislative files; and copies of newspaper articles.

~~Volume:~~ approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After completing the annual review, destroy duplicate and ancillary records. Destroy when substantive records become three (3) years old.~~  
Retain three (3) years, then destroy.

8-9 **Child Abuse Prevention File (Record Copy)**

Description: File pertains to grants made to the State Health Department and to local agencies to prevent child abuse. Documents include reports, guidelines, correspondence, and related records. [Auditable records are maintained by the Department's Administration/Financial Management Section (Schedule 84-14, Series 1-10)].

~~Volume:~~ three (3) cubic feet per year

Disposition: ~~Retain in office and review on an annual basis. After completing the review destroy duplicate and ancillary materials. Retain substantive documents for five (5) years, then transfer to the State Archives for permanent preservation.~~  
Retain permanently.

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Women Infant Children (WIC) Service

10-1 **Correspondence** ~~{Hard Copy Records}~~

Description: File consists of correspondence of the Chief of WIC Service ~~incoming and copies of outgoing correspondence.~~

~~Volume:~~ approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After the review, destroy duplicate and ancillary records no longer required for administrative purposes. Retain in office until three (3) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

10-2 **Correspondence** ~~(Convenience Copy)~~

Description: ~~Convenience or reference copies of records in Series 10-1. (Correspondence).~~

~~Volume:~~ approximately one (1) cubic foot per year

Disposition: ~~Retain in office until no longer required for administrative purposes, then destroy.~~  
Delete from schedule, October 26, 2023

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Women Infant Children (WIC) Service

10-3 ~~Correspondence [Records Maintained in Electronic Mail Systems]~~

Description: ~~File consists of Chief of WIC Service incoming and copies of outgoing correspondence maintained in electronic mail systems.~~

Disposition: ~~Retain in office and delete duplicate and ancillary records when no longer required for administrative purposes. Review records on an annual basis. After completing the review, print out all substantive records, including applicable receipt and transmission data, directory information, distribution lists, and acknowledgements of receipt. Destroy record(s) when they become three (3) years old. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

OR

~~Retain in office and transfer data to disks. Store a backup copy of the disk at an off site storage area that meets the manufacturer's recommendations for temperature and humidity controls; or if no recommendations are provided by the manufacturer, store the back up disk in an off site storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%; and (e) after retaining at least one (1) user copy of the disk in the agency. Destroy individual optical disks when they become three (3) years old provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~  
Transfer to series 10-1, October 26, 2023

10-5 **Administrative Working Files**

Description: Files contain ~~incoming and copies of outgoing~~ correspondence and memoranda; convenience copies of contract agreements; copy of inventories; copies of purchase orders; copies of departmental reports; copies of departmental & agency policies and procedures; copies of legislative files; and copies of newspaper articles.

Volume: approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After completing the annual review, destroy duplicate and ancillary records. Destroy when substantive records become three (3) years old.~~  
Retain three (3) years, then destroy.

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Summary

- 1-2 Agency requests series be deleted. These records are convenience copies.
- 1-5 Agency requests series be amended.
- 2-1 Agency requests series be amended.
- 2-2 Agency requests series be deleted. These records are convenience copies.
- 2-3 Agency requests series be transferred to series 2-1.
- 2-5 Agency requests series be amended.
- 3-1 Agency requests series be amended.
- 3-2 Agency requests series be deleted. These records are convenience copies.
- 3-3 Agency requests series be transferred to series 3-1.
- 3-4 Agency requests series be amended.
- 4-1 Agency requests series be amended.
- 4-2 Agency requests series be deleted. These records are convenience copies.
- 4-3 Agency requests series be transferred to series 4-1.
- 4-4 Agency requests series be amended.
- 4-5A Agency requests series be amended.
- 5-1 Agency requests series be amended.
- 5-2 Agency requests series be deleted. These records are convenience copies.
- 5-3 Agency requests series be transferred to series 5-1.
- 5-4 Agency requests series be amended.
- 5-5 Agency requests series be amended.
- 7-1 Agency requests series be amended.
- 7-2 Agency requests series be deleted. These records are convenience copies.
- 7-3 Agency requests series be transferred to series 7-1.

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- 7-5 Agency requests series be amended.
- 7-7 Agency requests series be amended.
- 7-19 Agency requests series be amended.
- 8-1 Agency requests series be amended.
- 8-2 Agency requests series be deleted. These records are convenience copies.
- 8-3 Agency requests series be transferred to series 8-1.
- 8-5 Agency requests series be amended.
- 10-1 Agency requests series be amended.
- 10-2 Agency requests series be deleted. These records are convenience copies.
- 10-3 Agency requests series be transferred to series 10-1.
- 10-5 Agency requests series be amended.
- 11-1 Agency requests series be amended.
- 11-2 Agency requests series be deleted. These records are convenience copies.
- 11-3 Agency requests series be transferred to series 11-1.
- 11-4 Agency requests series be amended.
- 11-5 Agency requests series be amended.
- 11-6 Agency requests series be amended.
- 12-5 Agency requests series be amended.
- 12-32 Agency requests series be amended.
- 14-1 Agency requests series be amended.
- 14-2 Agency requests series be deleted. These records are convenience copies.
- 14-3 Agency requests series be transferred to series 14-1.
- 14-5 Agency requests series be amended.
- 14-7 Agency requests series be amended.

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- 15-1 Agency requests series be amended.
- 15-2 Agency requests series be deleted. These records are convenience copies.
- 15-3 Agency requests series be transferred to series 15-1.
- 15-5 Agency requests series be amended.
- 16-1 Agency requests series be amended.
- 16-2 Agency requests series be deleted. These records are convenience copies.
- 16-3 Agency requests series be transferred to series 16-1.
- 16-5 Agency requests series be amended.
- 17-1 Agency requests series be amended.
- 17-2 Agency requests series be deleted. These records are convenience copies.
- 17-3 Agency requests series be transferred to series 17-1.
- 17-5 Agency requests series be amended.
- 18-1 Agency requests series be amended.
- 18-2 Agency requests series be deleted. These records are convenience copies.
- 18-3 Agency requests series be transferred to series 18-1.
- 18-5 Agency requests series be amended.
- 18-14A Agency requests series be amended.

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Administrative Service Administration

~~1-2~~ **Correspondence (Convenience Copy)**

Description: ~~Convenience or reference copies of records in Series 1-1. (Correspondence).~~

Disposition: ~~Retain in office until no longer required for administrative purposes, then destroy.~~  
Delete from schedule, October 26, 2023

1-5 **Administrative Working Files**

Description: Files contain ~~incoming and copies of outgoing~~ correspondence and memoranda of departmental policies and procedures.

Volume: approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After completing the annual review, destroy duplicate and ancillary records; destroy substantive records when they become three (3) years old.~~  
Retain three (3) years, then destroy.



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Human Resources Management

**2-1 Correspondence [~~Hard Copy Records~~]**

Description: File consists of Chief of Office of Human Resources ~~incoming and copies of outgoing~~ correspondence.

Volume: approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After the review, destroy duplicate and ancillary records no longer required for administrative purposes. Retain in office until three (3) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

**2-2 Correspondence (~~Convenience Copy~~)**

Description: ~~Convenience or reference copies of records in Series 2-1. (Correspondence).~~

Volume: ~~approximately one cubic foot per year~~

Disposition: ~~Retain in office until no longer required for administrative purposes, then destroy. Delete from schedule, October 26, 2023~~

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Human Resources Management

~~2-3~~ **Correspondence [Records Maintained in Electronic Mail Systems]**

~~Description:~~ File consists of Chief of Office of Human Resources incoming and copies of outgoing correspondence maintained in electronic mail systems.

~~Disposition:~~ Retain in office and delete duplicate and ancillary records when no longer required for administrative purposes. Review records on an annual basis. After completing the review, print out all substantive records, including applicable receipt and transmission data, directory information, distribution lists, and acknowledgements of receipt, destroy record(s) when they become three (3) years old. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

~~OR~~

~~Retain in office and transfer data to disks. Store a back up copy of the disk in an off site storage area that meets the manufacturer's recommendations for temperature and humidity controls; or if no recommendations are provided by the manufacturer, store the back up disk in an off site storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%; and (c) after retaining at least one (1) user copy of the disk in the agency. Destroy individual optical disks when they become three (3) years old provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

~~Transfer to series 2-1, October 26, 2023~~

2-5 **Administrative Working File**

Description: Files contain incoming and copies of outgoing correspondence and memoranda; convenience copies of contract agreements; copies of departmental reports; and copies of departmental policies and procedures.

Volume: approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After completing the annual review, destroy duplicate and ancillary records; destroy substantive records when they become three (3) years old.~~  
Retain three (3) years, then destroy.

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Retention & Recruitment

3-1 **Correspondence [~~Hard Copy Records~~]**

Description: File consists of Director of Recruitment & Retention ~~incoming and copies of outgoing~~ correspondence.

Volume: approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After the review, destroy duplicate and ancillary records no longer required for administrative purposes. Retain in office until three (3) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

3-2 **Correspondence (~~Convenience Copy~~)**

Description: ~~Convenience or reference copies of records in Series 3-1. (Correspondence).~~

Volume: ~~approximately one cubic foot per year~~

Disposition: ~~Retain in office until no longer required for administrative purposes, then destroy.~~  
Delete from schedule, October 26, 2023

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Retention & Recruitment

3-3 **Correspondence [~~Records Maintained in Electronic Mail Systems~~]**

Description: ~~File consists of Director Recruitment & Retention incoming and copies of outgoing correspondence maintained in electronic mail systems.~~

Disposition: ~~Retain in office and delete duplicate and ancillary records when no longer required for administrative purposes. Review records on an annual basis. After completing the review, print out all substantive records, including applicable receipt and transmission data, directory information, distribution lists, and acknowledgements of receipt, destroy record(s) when they become three (3) years old. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

~~OR~~

~~Retain in office and transfer data to disks. Store a back up copy of the disk in an off site storage area that meets the manufacturer's recommendations for temperature and humidity controls; or if no recommendations are provided by the manufacturer, store the back up disk in an off site storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%; and (c) after retaining at least one (1) user copy of the disk in the agency. Destroy individual optical disks when they become three (3) years old provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

~~Transfer to series 3-1, October 26, 2023~~

3-4 **Administrative Working Files**

Description: Files contain ~~incoming and copies of outgoing~~ correspondence and memoranda; convenience copies of contract agreements; copies of departmental reports; and copies of departmental policies and procedures.

Volume: approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After completing the annual review, destroy duplicate and ancillary records; destroy substantive records when they become three (3) years old.~~  
Retain three (3) years, then destroy.

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Training Education and Development

4-1 **Correspondence** ~~[Hard Copy Records]~~

Description: File consists of ~~incoming and copies of outgoing~~ correspondence for Director of Training Education and Development.

Volume: approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After the review, destroy duplicate and ancillary records no longer required for administrative purposes. Retain in office for three (3) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

4-2 **Correspondence** ~~(Convenience Copy)~~

Description: ~~Convenience or reference copies of records in Series 4-1. (Correspondence).~~

Volume: ~~approximately one cubic foot per year~~

Disposition: ~~Retain in office until no longer required for administrative purposes, then destroy.~~  
Delete from schedule, October 26, 2023

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Training Education and Development

4-3 ~~Correspondence [Records Maintained in Electronic Mail Systems]~~

Description: ~~File consists of incoming and copies of outgoing correspondence maintained in electronic mail systems for Director of Training Education and Development.~~

Disposition: ~~Retain in office and delete duplicate and ancillary records when no longer required for administrative purposes. Review records on an annual basis. After completing the review, print out all substantive records, including applicable receipt and transmission data, directory information, distribution lists, and acknowledgements of receipt, destroy record(s) when they become three (3) years old. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

~~OR~~

~~Retain in office and transfer data to disks. Store a back up copy of the disk in an off site storage area that meets the manufacturer's recommendations for temperature and humidity controls; or if no recommendations are provided by the manufacturer, store the back up disk in an off site storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%; and (c) after retaining at least one (1) user copy of the disk in the agency. Destroy individual optical disks when they become three (3) years old provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

~~Transfer to series 4-1, October 26, 2023~~

4-4 **Administrative Working Files**

Description: Files contain ~~incoming and copies of outgoing~~ correspondence and memoranda; convenience copies of contract agreements; copies of departmental reports; and copies of departmental policies and procedures.

Volume: approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After completing the annual review, destroy duplicate and ancillary records; destroy substantive records when they become three (3) years old.~~  
Retain three (3) years, then destroy.

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Training Education and Development

4-5A **Training** (Restricted Access Record 51 O.S. § 24A. 7)

Description: Electronic file consists of employee names, SSN, division, supervisor status, supervisor's name, date of separation, date of training, course name and training code, may include test scores when applicable and number of hours attended. File used to maintain training status of employees to ensure they attend the minimum required training hours.

Disposition: ~~Retain record in an electronic server; storing a back up copy at an off site storage area that meets the manufacturer's recommendations for temperature and humidity controls; or if no recommendations are provided by the manufacturer, store the back up tape in an off site storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%. Destroy/purge record(s) when they become three (3) years old, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements~~  
Retain three (3) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

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Employee Assistance Program

5-1 **Correspondence [~~Hard Copy Records~~]**

Description: File consists of Director of Employee Assistant ~~Assistance~~ Assistance Program ~~incoming and copies of outgoing~~ correspondence.

Volume: approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After the review, destroy duplicate and ancillary records no longer required for administrative purposes. Retain in office until three (3) years, then destroy provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~  
Retain three (3) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

5-2 **Correspondence (~~Convenience Copy~~)**

Description: ~~Convenience or reference copies of records in Series 5-1. (Correspondence).~~

Volume: approximately one cubic foot per year

Disposition: ~~Retain in office until no longer required for administrative purposes, then destroy.~~  
Delete from schedule, October 26, 2023



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Employee Assistance Program

5-3 ~~Correspondence [Records Maintained in Electronic Mail Systems]~~

~~Description: File consists of Director of Employee Assistant Program incoming and copies of outgoing correspondence maintained in electronic mail systems.~~

~~Disposition: Retain in office and delete duplicate and ancillary records when no longer required for administrative purposes. Review records on an annual basis. After completing the review, print out all substantive records, including applicable receipt and transmission data, directory information, distribution lists, and acknowledgements of receipt, destroy record(s) when they become three (3) years old. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

~~OR~~

~~Retain in office and transfer data to disks. Store a back up copy of the disk in an off site storage area that meets the manufacturer's recommendations for temperature and humidity controls; or if no recommendations are provided by the manufacturer, store the back up disk in an off site storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%; and (c) after retaining at least one (1) user copy of the disk in the agency. Destroy individual optical disks when they become three (3) years old provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

~~Transfer to series 5-1, October 26, 2023~~

5-4 **Employee Assistance Program Records**

(Restricted Access Record O.S. § 51 § 24A. (A) (2) and 74 § 840-2.10)

Description: Pertains to employee participation in institutional sponsored Employee Assistance Programs, including the Department of Mental Health Employee Assistance Program (MHEAP) and contains background data, policy statements, information relative to confidentiality of information, and other records.

Volume: less than one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After completing the review, destroy duplicate and ancillary materials as well as substantive records three (3) or more years old no longer required for administrative purposes pertaining to participants who have not had contact with the program for at least six (6) months provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

Retain three (3) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

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Employee Assistance Program

**5-5 Administrative Working Files**

Description: Files contain ~~incoming and copies of outgoing~~ correspondence and memoranda; convenience copies of contract agreements; copies of departmental reports; and copies of departmental policies and procedures.

Volume: approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After completing the annual review, destroy duplicate and ancillary records; destroy substantive records when they become three (3) years old.~~  
Retain three (3) years, then destroy.

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Personnel

~~7-1~~ **Correspondence [~~Hard Copy Records~~]**

Description: File consists of Chief of Personnel Services ~~incoming and copies of outgoing~~ correspondence.

Volume: approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After the review, destroy duplicate and ancillary records no longer required for administrative purposes. Retain in office until five (5) years, then destroy provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~  
Retain five (5) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

~~7-2~~ **Correspondence (~~Convenience Copy~~)**

Description: ~~Convenience or reference copies of records in Series 7-1. (Correspondence).~~

Volume: ~~approximately one cubic foot per year~~

Disposition: ~~Retain in office until no longer required for administrative purposes, then destroy.~~  
Delete from schedule, October 26, 2023

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Personnel

7-3 ~~Correspondence [Records Maintained in Electronic Mail Systems]~~

Description: ~~File consists of Chief of Personnel Services incoming and copies of outgoing correspondence maintained in electronic mail systems.~~

Disposition: ~~Retain in office and delete duplicate and ancillary records when no longer required for administrative purposes. Review records on an annual basis. After completing the review, print out all substantive records, including applicable receipt and transmission data, directory information, distribution lists, and acknowledgements of receipt, destroy record(s) when they become three (3) years old. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

OR

~~Retain in office and transfer data to disks. Store a back up copy of the disk in an off site storage area that meets the manufacturer's recommendations for temperature and humidity controls; or if no recommendations are provided by the manufacturer, store the back up disk in an off site storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%; and (c) after retaining at least one (1) user copy of the disk in the agency. Destroy individual optical disks when they become three (3) years old provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

Transfer to series 7-1, October 26, 2023

7-5 **Administrative Working File**

Description: ~~Files contain incoming and copies of outgoing correspondence and memoranda; convenience copies of contract agreements; copies of departmental reports; copies of departmental policies and procedures; and copies of employee time reports.~~

Volume: ~~approximately one (1) cubic foot per year~~

Disposition: ~~Retain in office and review on an annual basis. After completing the annual review, destroy duplicate and ancillary records; destroy substantive records when they become three (3) years old.~~  
Retain three (3) years, then destroy.

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Personnel

7-7 **Personnel Records of Permanent and Temporary State Employees (Inactive)  
(Confidential Record 51 O.S. § 24A.7) (Record Copy)**

Description: Applications, hiring and promotional data, and other personnel management forms pertaining to state employment.

Volume: five (5) cubic feet per year

Disposition: ~~Retain in office for five (5) years after employee termination, then microfilm. Destroy hard copy documents when they become five (5) years old, except those hard copy documents defined by Archives and Records Commission Rule 60:10-7-2(2) as below standards for microfilm, and (a) upon certification that the microfilm meets all standards established by the Archives and Records Commission, (b) after depositing the master negative of the microfilm with the Oklahoma Department of Libraries, and (c) after retaining at least one (1) user copy of the microfilm in the agency.~~

OR

Retain in office for five (5) years after employee termination, then transfer records to an electronic format. Destroy hard copy documents, except those that cannot be reproduced in a legible and readable condition, upon certification that all records have been successfully entered into an electronic format. Maintain a backup copy in a storage area that meets the manufacturer's recommendations for temperature and humidity controls.

7-19 **Longevity Records**

Description: Agency copies of printouts and transmittal documents authorizing payment of longevity pay to eligible employees. The office of record is Financial Management Services.

Volume: two (2) cubic feet per year

Disposition: ~~Retain in office and review on an annual basis. After completing review, destroy duplicate and ancillary records. Retain substantive records five (5) years old, then destroy.~~  
Retain five (5) years, then destroy.

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Office of Integrity

**8-1 Correspondence [~~Hard Copy Records~~]**

Description: File consists of Director of Office of Integrity ~~incoming and copies of outgoing~~ correspondence.

Volume: approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After the review, destroy duplicate and ancillary records no longer required for administrative purposes. Retain in office until three (3) years, then destroy provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~  
Retain three (3) years, then destroy, provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

**8-2 ~~Correspondence (Convenience Copy)~~**

Description: ~~Convenience or reference copies of records in Series 8-1. (Correspondence).~~

Volume: approximately one cubic foot per year

Disposition: ~~Retain in office until no longer required for administrative purposes, then destroy.~~  
Delete from schedule, October 26, 2023

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Office of Integrity

8-3 ~~Correspondence [Records Maintained in Electronic Mail Systems]~~

Description: ~~File consists of Director of Office of Integrity incoming and copies of outgoing correspondence maintained in electronic mail systems.~~

Disposition: ~~Retain in office and delete duplicate and ancillary records when no longer required for administrative purposes. Review records on an annual basis. After completing the review, print out all substantive records, including applicable receipt and transmission data, directory information, distribution lists, and acknowledgements of receipt, destroy record(s) when they become three (3) years old. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

~~OR~~

~~Retain in office and transfer data to disks. Store a back up copy of the disk in an off site storage area that meets the manufacturer's recommendations for temperature and humidity controls; or if no recommendations are provided by the manufacturer, store the back up disk in an off site storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%; and (c) after retaining at least one (1) user copy of the disk in the agency. Destroy individual optical disks when they become three (3) years old provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

~~Transfer to series 8-1, October 26, 2023~~

8-5 **Administrative Working File**

Description: Files contain ~~incoming and copies of outgoing~~ correspondence and memoranda; convenience copies of contract agreements; copies of employee Time Reports and Time & Effort; copies of departmental reports; and copies of departmental policies and procedures.

Volume: approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After completing the annual review, destroy duplicate and ancillary records; destroy substantive records when they become three (3) years old.~~

Retain three (3) years, then destroy.

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Insurance and Benefits

10-1 **Correspondence** ~~[Hard Copy Records]~~

Description: File consists of Director of Benefits/Safety ~~incoming and copies of outgoing~~ correspondence.

Volume: approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After the review, destroy duplicate and ancillary records no longer required for administrative purposes. Retain in office until three (3) years, then destroy provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~  
Retain three (3) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

10-2 **Correspondence** ~~(Convenience Copy)~~

Description: ~~Convenience or reference copies of records in Series 10-1. (Correspondence).~~

Volume: approximately one cubic foot per year

Disposition: ~~Retain in office until no longer required for administrative purposes, then destroy.~~  
Delete from schedule, October 26, 2023



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Insurance and Benefits

10-3 ~~Correspondence [Records Maintained in Electronic Mail Systems]~~

Description: File consists of Director of Benefits/Safety incoming and copies of outgoing correspondence maintained in electronic mail systems.

Disposition: ~~Retain in office and delete duplicate and ancillary records when no longer required for administrative purposes. Review records on an annual basis. After completing the review, print out all substantive records, including applicable receipt and transmission data, directory information, distribution lists, and acknowledgements of receipt, destroy record(s) when they become three (3) years old. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

OR

~~Retain in office and transfer data to disks. Store a back up copy of the disk in an off site storage area that meets the manufacturer's recommendations for temperature and humidity controls; or if no recommendations are provided by the manufacturer, store the back up disk in an off site storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%; and (c) after retaining at least one (1) user copy of the disk in the agency. Destroy individual optical disks when they become three (3) years old provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

Transfer to series 10-1, October 26, 2023

10-5 **Administrative Working File**

Description: Files contain ~~incoming and copies of outgoing~~ correspondence and memoranda; convenience copies of contract agreements; copies of departmental reports; and copies of departmental policies and procedures.

Volume: approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After completing the annual review, destroy duplicate and ancillary records; destroy substantive records when they become three (3) years old.~~  
Retain three (3) years, then destroy.

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Records Retention

11-1 **Correspondence [~~Hard Copy Records~~]**

Description: File consists of correspondence of the Director of Records Retention ~~incoming and copies of outgoing correspondence.~~

Volume: ~~approximately one cubic foot per year~~

Disposition: ~~Retain in office and review on an annual basis. After the review, destroy duplicate and ancillary records no longer required for administrative purposes. Retain in office until three (3) years, then destroy provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~  
Retain in office three (3) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

11-2 **Correspondence (~~Convenience Copy~~)**

Description: ~~Convenience or reference copies of records in Series 11-1. (Correspondence).~~

Volume: ~~approximately one cubic foot per year~~

Disposition: ~~Retain in office until no longer required for administrative purposes, then destroy.~~  
Delete from schedule, October 26, 2023

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Records Retention

11-3 ~~Correspondence [Records Maintained in Electronic Mail Systems]~~

Description: File consists of Director Records Retention incoming and copies of outgoing ~~correspondence maintained in electronic mail systems.~~

Disposition: ~~Retain in office and delete duplicate and ancillary records when no longer required for administrative purposes. Review records on an annual basis. After completing the review, print out all substantive records, including applicable receipt and transmission data, directory information, distribution lists, and acknowledgements of receipt, destroy record(s) when they become three (3) years old. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

~~OR~~

~~Retain in office and transfer data to disks. Store a back up copy of the disk in an off site storage area that meets the manufacturer's recommendations for temperature and humidity controls; or if no recommendations are provided by the manufacturer, store the back up disk in an off site storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%; and (c) after retaining at least one (1) user copy of the disk in the agency. Destroy individual optical disks when they become three (3) years old provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

Transfer to series 11-1, October 26, 2023

11-4 **Administrative Working File**

Description: Files contain ~~incoming and copies of outgoing~~ correspondence and memoranda; convenience copies of contract agreements; copies of departmental reports; and copies of departmental policies and procedures.

Volume: approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After completing the annual review, destroy duplicate and ancillary records; destroy substantive records when they become three (3) years old.~~  
Retain in office three (3) years, then destroy.

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Records Retention

11-5 **Notices of Intent to Destroy Records (Refer to General Records Disposition Schedule, Series 1-19)**

Description: ~~Archives and Records Commission (ARC) Forms used as Notices of Intent to Destroy Records and applicable attachments. The Archives and Records Commission is the state office of record.~~

Volume: ~~less than one cubic foot per year~~

Disposition: ~~Retain in office for five (5) years, then destroy.~~

11-6 **Records Transfer Authorizations (Refer to GRDS, Series 1-19)**

Description: Records Transfer Authorizations used to accession records into the State Archives and State Records Center. The Oklahoma Department of Libraries is the state office of record.

Volume: less than one cubic foot per year

Disposition: Retain in office for ten (10) years then destroy.

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Building Management and Internal Services

**12-5 Administrative Working File**

Description: Files contain ~~incoming and copies of outgoing~~ correspondence and memoranda; convenience copies of contract agreements; copies of departmental reports; and copies of departmental policies and procedures.

Volume: approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After completing the annual review, destroy duplicate and ancillary records; destroy substantive records when they become three (3) years old.~~  
Retain three (3) years, then destroy.

**12-32 Administrative Working File (Maintenance)**

Description: Files contain ~~incoming and copies of outgoing~~ correspondence and memoranda; convenience copies of contract agreements; convenience copies of Employee Time Reports and Time & Effort forms; purchase orders; copies of departmental reports; and copies of departmental policies and procedures. The file will also contain blueprints; warranties; and service manuals.

Volume: approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After completing the annual review, destroy duplicate and ancillary records; destroy substantive records when they become three (3) years old.~~  
Retain three (3) years, then destroy.

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Information Technology

14-1 **Correspondence [~~Hard Copy Records~~]**

Description: File consists of Chief of Information Technology ~~incoming and copies of outgoing~~ correspondence.

Volume: approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After the review, destroy duplicate and ancillary records no longer required for administrative purposes. Retain in office until three (3) years, then destroy provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~  
Retain three (3) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

14-2 **~~Correspondence (Convenience Copy)~~**

Description: ~~Convenience or reference copies of records in Series 14-1. (Correspondence).~~

Volume: approximately one cubic foot per year

Disposition: ~~Retain in office until no longer required for administrative purposes, then destroy.~~  
Delete from schedule, October 26, 2023

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Information Technology

14-3 **Correspondence** [~~Records Maintained in Electronic Mail Systems~~]

Description: File consists of Chief of Information Technology incoming and copies of outgoing correspondence maintained in electronic mail systems.

Disposition: ~~Retain in office and delete duplicate and ancillary records when no longer required for administrative purposes. Review records on an annual basis. After completing the review, print out all substantive records, including applicable receipt and transmission data, directory information, distribution lists, and acknowledgements of receipt, destroy record(s) when they become three (3) years old. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

OR

~~Retain in office and transfer data to disks. Store a back up copy of the disk in an off site storage area that meets the manufacturer's recommendations for temperature and humidity controls; or if no recommendations are provided by the manufacturer, store the back up disk in an off site storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%; and (c) after retaining at least one (1) user copy of the disk in the agency. Destroy individual optical disks when they become three (3) years old provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

Transfer to series 14-1, October 26, 2023

14-5 **Administrative Working File**

Description: Files contain ~~incoming and copies of outgoing~~ correspondence and memoranda; convenience copies of contract agreements; copies of departmental reports; and copies of departmental policies and procedures.

Volume: approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After completing the annual review, destroy duplicate and ancillary records; destroy substantive records when they become three (3) years old.~~  
Retain three (3) years, then destroy.

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Information Technology

14-7 **Docutech and Mainframe Billing**

Description: File includes original billing records for Docutech services and mainframe usage.

Volume: one (1) cubic foot per year

Disposition: ~~Transfer records to an electronic format. Destroy hard copy documents, except those that cannot be reproduced in a legible and readable condition, upon certification that all records have been successfully entered into an electronic format and after storing an electronic backup copy in an off-site storage area that meets manufacturer's recommendations for temperature and humidity controls. Delete electronic records and destroy all below standard documents when they become three (3) years old, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, delete two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~  
Retain three (3) years, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, delete two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.



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Budget and Funding

~~15-1~~ **Correspondence [~~Hard Copy Records~~]**

Description: File consists of Chief of Budget and Funding ~~incoming and copies of outgoing~~ correspondence.

Volume: approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After the review, destroy duplicate and ancillary records no longer required for administrative purposes. Retain in office until three (3) years, then destroy provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~  
Retain three (3) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

~~15-2~~ **Correspondence (~~Convenience Copy~~)**

Description: ~~Convenience or reference copies of records in Series 15-1. (Correspondence).~~

Volume: approximately one cubic foot per year

Disposition: ~~Retain in office until no longer required for administrative purposes, then destroy.~~  
Delete from schedule, October 26, 2023

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Budget and Funding

15-3 ~~Correspondence [Records Maintained in Electronic Mail Systems]~~

Description: ~~File consists of Chief of Budget and Funding incoming and copies of outgoing correspondence maintained in electronic mail systems.~~

Disposition: ~~Retain in office and delete duplicate and ancillary records when no longer required for administrative purposes. Review records on an annual basis. After completing the review, print out all substantive records, including applicable receipt and transmission data, directory information, distribution lists, and acknowledgements of receipt, destroy record(s) when they become three (3) years old. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

~~OR~~

~~Retain in office and transfer data to disks. Store a back up copy of the disk in an off site storage area that meets the manufacturer's recommendations for temperature and humidity controls; or if no recommendations are provided by the manufacturer, store the back up disk in an off site storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%; and (c) after retaining at least one (1) user copy of the disk in the agency. Destroy individual optical disks when they become three (3) years old provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

~~Transfer to series 15-1, October 26, 2023~~

15-5 **Administrative Working File**

Description: Files contain ~~incoming and copies of outgoing~~ correspondence and memoranda; convenience copies of contract agreements; copies of departmental reports; and copies of departmental policies and procedures.

Volume: approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After completing the annual review, destroy duplicate and ancillary records; destroy substantive records when they become three (3) years old.~~  
Retain three (3) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

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Federal Funds Development

16-1 **Correspondence [~~Hard Copy Records~~]**

Description: File consists of Chief of Federal Funds Development ~~incoming and copies of outgoing~~ correspondence.

Volume: approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After the review, destroy duplicate and ancillary records no longer required for administrative purposes. Retain in office until three (3) years, then destroy provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~  
Retain three (3) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

16-2 **Correspondence (~~Convenience Copy~~)**

Description: ~~Convenience or reference copies of records in Series 16-1. (Correspondence).~~

Volume: approximately one cubic foot per year

Disposition: ~~Retain in office until no longer required for administrative purposes, then destroy.~~  
Delete from schedule, October 26, 2023

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Federal Funds Development

16-3 ~~Correspondence [Records Maintained in Electronic Mail Systems]~~

~~Description: File consists of Chief of Federal Funds Development incoming and copies of outgoing correspondence maintained in electronic mail systems.~~

~~Disposition: Retain in office and delete duplicate and ancillary records when no longer required for administrative purposes. Review records on an annual basis. After completing the review, print out all substantive records, including applicable receipt and transmission data, directory information, distribution lists, and acknowledgements of receipt, destroy record(s) when they become three (3) years old. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

~~OR~~

~~Retain in office and transfer data to disks. Store a back up copy of the disk in an off site storage area that meets the manufacturer's recommendations for temperature and humidity controls; or if no recommendations are provided by the manufacturer, store the back up disk in an off site storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%; and (c) after retaining at least one (1) user copy of the disk in the agency. Destroy individual optical disks when they become three (3) years old provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

~~Transfer to series 16-1, October 26, 2023~~

16-5 **Administrative Working File**

Description: Files contain ~~incoming and copies of outgoing~~ correspondence and memoranda; convenience copies of contract agreements; copies of departmental reports; and copies of departmental policies and procedures.

Volume: approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After completing the annual review, destroy duplicate and ancillary records; destroy substantive records when they become three (3) years old.~~  
Retain three (3) years, then destroy.

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Amendments to Records Disposition Schedule 2002-06

\* October 26, 2023 \*

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Security

17-1 **Correspondence [~~Hard Copy Records~~]**

Description: File consists of head of Security ~~incoming and copies of outgoing~~ correspondence.

Volume: approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After the review, destroy duplicate and ancillary records no longer required for administrative purposes. Retain in office until three (3) years, then destroy provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~  
Retain three (3) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

17-2 **~~Correspondence (Convenience Copy)~~**

Description: ~~Convenience or reference copies of records in Series 17-1. (Correspondence).~~

Volume: approximately one cubic foot per year

Disposition: ~~Retain in office until no longer required for administrative purposes, then destroy.~~  
Delete from schedule, October 26, 2023

ARCHIVES AND RECORDS COMMISSION

OKLAHOMA STATE DEPARTMENT of HEALTH

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\* October 26, 2023 \*

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Security

17-3 ~~Correspondence [Records Maintained in Electronic Mail Systems]~~

Description: ~~File consists of head of Security incoming and copies of outgoing correspondence maintained in electronic mail systems.~~

Disposition: ~~Retain in office and delete duplicate and ancillary records when no longer required for administrative purposes. Review records on an annual basis. After completing the review, print out all substantive records, including applicable receipt and transmission data, directory information, distribution lists, and acknowledgements of receipt, destroy record(s) when they become three (3) years old. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

~~OR~~

~~Retain in office and transfer data to disks. Store a back up copy of the disk in an off site storage area that meets the manufacturer's recommendations for temperature and humidity controls; or if no recommendations are provided by the manufacturer, store the back up disk in an off site storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%; and (c) after retaining at least one (1) user copy of the disk in the agency. Destroy individual optical disks when they become three (3) years old provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

~~Transfer to series 17-1, October 26, 2023~~

17-5 **Administrative Working File**

Description: Files contain ~~incoming and copies of outgoing~~ correspondence and memoranda; convenience copies of contract agreements; copies of departmental reports; and copies of departmental policies and procedures.

Volume: approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After completing the annual review, destroy duplicate and ancillary records; destroy substantive records when they become three (3) years old.~~  
Retain three (3) years, then destroy.

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Safety

18-1 **Correspondence [~~Hard Copy Records~~]**

Description: File consists ~~copies of incoming and outgoing~~ of correspondence of the Director of Safety.

Volume: approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After the review, destroy duplicate and ancillary records no longer required for administrative purposes. Retain in office for three (3) years, then destroy provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~  
Retain three (3) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

18-2 **Correspondence (~~Convenience Copy~~)**

Description: ~~Convenience or reference copies of records of Series 18-1. (Correspondence).~~

Volume: ~~approximately one cubic foot per year~~

Disposition: ~~Retain in office until no longer required for administrative purposes, then destroy.~~  
Delete from schedule, October 26, 2023

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Safety

18-3 ~~Correspondence [Records Maintained in Electronic Mail Systems]~~

~~Description: File consists of copies of incoming and outgoing correspondence maintained in electronic mail systems of the Director of Safety.~~

~~Disposition: Retain in office and delete duplicate and ancillary records when no longer required for administrative purposes. Review records on an annual basis. After completing the review, print out all substantive records, including applicable receipt and transmission data, directory information, distribution lists, and acknowledgements of receipt. Destroy records when they become three (3) years old, provided no legal action is pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

~~OR~~

~~Transfer data to a server. Store a back up copy of the disk in an off-site storage area that meets the manufacturer's recommendations for temperature and humidity controls; or if no recommendations are provided by the manufacturer, after storing the back up disk in an off site storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%. Destroy/purge record(s) when they become three (3) years old, provided no legal action is pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

~~Transfer to series 18-1, October 26, 2023~~

18-5 **Administrative Working File**

Description: Files contains convenience copies of correspondence and memoranda; copies of contract agreements; employee time and effort; employee time reports; copies of departmental reports; copies of departmental policies and procedures; And convenience copies of Financial Management reports and budgets.

Volume: approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After completing the annual review, destroy duplicate and ancillary records. Destroy substantive records when they become three (3) years old.~~  
Retain three (3) years, then destroy.



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Safety

**18-14A Safety Training Data Base** (Restricted Access Record 51 O.S. § 24A. 7) (Electronic)

Description: Electronic file consists of employee names, SSN, division, supervisor status, supervisors name, date of separation, date of training, course name and training code, may include test scores when applicable and number of hours attended. File used to maintain training status of employees to ensure they attend the minimum required training hours.

Disposition: ~~Retain record in an electronic server; store in back up server at an off site storage area that meets the manufacturer's recommendations for temperature and humidity controls; or if no recommendations are provided by the manufacturer, store in back up server in an off site storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%.~~ Destroy/purge record(s) when they become two (2) years old.

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Summary

- 1-2 Agency requests series be deleted. This is a convenience copy.
- 1-5 Agency requests series be amended.
- 2-1 Agency requests series be amended.
- 2-2 Agency requests series be deleted. This is a convenience copy.
- 2-3 Agency requests series be transferred to series 2-1.
- 2-5 Agency requests series be amended.
- 2-9 Agency requests series be amended.
- 3-1 Agency requests series be amended.
- 3-2 Agency requests series be deleted. This is a convenience copy.
- 3-3 Agency requests series be transferred to series 3-1.
- 3-5 Agency requests series be amended.
- 3-11 Agency requests series be amended.
- 3-12 Agency requests series be amended.
- 5-1 Agency requests series be amended.
- 5-2 Agency requests series be deleted. This is a convenience copy.
- 5-3 Agency requests series be transferred to series 5-1.
- 5-5 Agency requests series be amended.
- 6-1 Agency requests series be amended.
- 6-2 Agency requests series be deleted. This is a convenience copy.
- 6-3 Agency requests series be transferred to series 6-1.
- 6-5 Agency requests series be amended.

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- 7-1 Agency requests series be amended.
- 7-2 Agency requests series be deleted. This is a convenience copy.
- 7-3 Agency requests series be transferred to series 7-1.
- 7-5 Agency requests series be amended.
- 7-10 Agency requests series be amended.
- 8-1 Agency requests series be amended.
- 8-2 Agency requests series be deleted. This is a convenience copy.
- 8-3 Agency requests series be transferred to series 8-1.
- 8-4 Agency requests series be amended.
- 8-5 Agency requests series be amended.
- 9-1 Agency requests series be amended.
- 9-2 Agency requests series be deleted. This is a convenience copy.
- 9-3 Agency requests series be transferred to series 9-1.
- 9-5 Agency requests series be amended.
- 10-1 Agency requests series be amended.
- 10-2 Agency requests series be deleted. This is a convenience copy.
- 10-3 Agency requests series be transferred to series 10-1.
- 10-5 Agency requests series be amended.
- 13-11 Agency requests series be amended.
- 13-29 Agency requests series be amended.
- 13-41A Agency requests series be amended.

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Community Health Service Administration

1-2 ~~Correspondence (Convenience Copy)~~

Description: ~~Convenience or reference copies of records in Series 1-1. (Correspondence).~~

Volume: ~~two (2) cubic feet per year~~

Disposition: ~~Retain in office until no longer required for administrative purposes, and then destroy.~~  
Delete from schedule, October 26, 2023

1-5 **Administrative Working Files**

Description: Files contains convenience copies of correspondence and memoranda; copies of contract agreements; employee time and effort; employee time reports; copies of departmental reports; copies of departmental policies and procedures; and convenience copies of Financial Management reports and budgets.

Volume: one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After completing the annual review, destroy duplicate and ancillary records; destroy substantive records when they become three (3) years old.~~  
Retain in office three (3) years, then destroy.

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Nursing Services

**2-1 Correspondence [~~Hard Copy Records~~]**

Description: File consists of correspondence of the Chief of Nursing Service ~~incoming and copies of outgoing correspondence.~~

Volume: approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After the review, destroy duplicate and ancillary records no longer required for administrative purposes. Retain substantive records in office until three (3) years, then destroy provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

Retain in office three (3) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

**2-2 Correspondence (~~Convenience Copy~~)**

Description: ~~Convenience or reference copies of records in Series 2-1. (Correspondence).~~

Volume: ~~approximately one cubic foot per year~~

Disposition: ~~Retain in office until no longer required for administrative purposes, then destroy. Delete from schedule, October 26, 2023~~

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Nursing Services

2-3 **Correspondence [~~Records Maintained in Electronic Mail Systems~~]**

Description: ~~File consists of Chief of Nursing Service incoming and copies of outgoing correspondence maintained in electronic mail systems.~~

Disposition: ~~Retain in office and delete duplicate and ancillary records when no longer required for administrative purposes. Review records on an annual basis. After completing the review, print out all substantive records, including applicable receipt and transmission data, directory information, distribution lists, and acknowledgements of receipt, destroy record(s) when they become three (3) years old. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

OR

~~Retain in office and transfer data to disks. Store a back up copy of the disk in an off site storage area that meets the manufacturer's recommendations for temperature and humidity controls; or if no recommendations are provided by the manufacturer, store the back up disk in an off site storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%; and (c) after retaining at least one (1) user copy of the disk in the agency. Destroy individual disks when they become three (3) years old provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

Transfer to series 2-1, October 26, 2023

2-5 **Administrative Working File**

Description: Files contains copies convenience copies of correspondence and memoranda; copies of contract agreements; employee time and effort; employee time reports; copies of departmental reports; copies of departmental policies and procedures; and convenience copies of Financial Management reports and budgets.

Volume: approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After completing the annual review, destroy duplicate and ancillary records; destroy substantive records when they become three (3) years old.~~  
Retain three (3) years, then destroy.

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Nursing Service

2-9 **Continuing Education Program File** (Record Copy)

Description: File pertains to continuing education courses attended by county health department nursing staff and contains attendance records and information relative to CEUs earned.

Volume: one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After completing the review destroy duplicate and ancillary materials as well as substantive documents five (5) years old or older no longer required for administrative purposes.~~  
Retain five (5) years, then destroy.

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Evaluation and Support

**3-1 Correspondence [~~Hard Copy Records~~]**

Description: File consists of correspondence of the Director of Evaluation & Support ~~incoming and copies of outgoing correspondence.~~

Volume: approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After the review, destroy duplicate and ancillary records no longer required for administrative purposes. Retain in office until three (3) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

**3-2 Correspondence (~~Convenience Copy~~)**

Description: ~~Convenience or reference copies of records in Series 3-1. (Correspondence).~~

Volume: approximately one cubic foot per year

Disposition: ~~Retain in office until no longer required for administrative purposes, and then destroy.~~  
Delete from schedule, October 26, 2023



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Evaluation and Support

3-3 **Correspondence [~~Records Maintained in Electronic Mail Systems~~]**

Description: ~~File consists of Director of Evaluation & Support incoming and copies of outgoing correspondence maintained in electronic mail systems.~~

Disposition: ~~Retain in office and delete duplicate and ancillary records when no longer required for administrative purposes. Review records on an annual basis. After completing the review, print out all substantive records, including applicable receipt and transmission data, directory information, distribution lists, and acknowledgements of receipt, destroy record(s) when they become three (3) years old. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

OR

~~Retain in office and transfer data to disks. Store a back up copy of the disk in an off site storage area that meets the manufacturer's recommendations for temperature and humidity controls; or if no recommendations are provided by the manufacturer, store the back up disk in an off site storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%; and (e) after retaining at least one (1) user copy of the disk in the agency. Destroy individual disks when they become three (3) years old provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

~~Transfer to series 3-1, October 26, 2023~~

3-5 **Administrative Working File**

Description: Files contains copies convenience copies of correspondence and memoranda; copies of contract agreements; employee time and effort; employee time reports; copies of departmental reports; copies of departmental policies and procedures; and convenience copies of Financial Management reports and budgets.

Volume: approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After completing the annual review, destroy duplicate and ancillary records; destroy substantive records when they become three (3) years old.~~  
Retain three (3) years, then destroy.

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Evaluation and Support

**3-11 Medicaid File**

Description: File pertains to State Health Department and county health departments plans, goals, and participation in the Early Periodic Screening, Diagnosis, and Treatment and other title XIX Medicaid programs. Documents include site review reports compiled by Community Health Services staff summarizing their assessments of county health services programs, staff reports, state and federal guidelines for EPSDT Programs, correspondence, audit reports, and certification records.

Volume: one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After completing the review destroy duplicate and ancillary materials. Destroy substantive documents when they become five (5) years old, Retain five (5) years, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies.~~

**3-12 Health Insurance Portability and Accountability Act (HIPAA) Training File (Electronic Record)**

Description: This file consists of employee attendance records for Health Insurance Portability and Accountability Act (HIPAA) training required to be maintained in accordance with federal regulation (45 CFR 164. 530.2C ii). File includes name, date of training, type of training received, and division/service of the employee.

Disposition: Retain records in a database server. ~~Maintain a backup database server off site in a storage area that meets the manufacturer's recommendations for temperature and humidity controls. If no recommendations are provided by the manufacturer, maintain backup server in a storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%.~~ Purge employee database record five (5) years after termination of employment, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies.

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Office of Primary Care

5-1 **Correspondence ~~[Hard Copy Records]~~**

- Description: File consists of Director of Office of Primary Care ~~incoming and copies of outgoing~~ correspondence.
- Volume: approximately one (1) cubic foot per year
- Disposition: ~~Retain in office and review on an annual basis. After the review, destroy duplicate and ancillary records no longer required for administrative purposes. Retain substantive records in office until three (3) years, then destroy provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies.~~  
Retain three (3) years, then destroy.

5-2 **Correspondence ~~(Convenience Copy)~~**

- Description: ~~Convenience or reference copies of records in Series 5-1. (Correspondence).~~
- Volume: approximately one cubic foot per year
- Disposition: ~~Retain in office until no longer required for administrative purposes, and then destroy.~~  
Delete from schedule, October 26, 2023

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Office of Primary Care

5-3 **Correspondence** ~~[Records Maintained in Electronic Mail Systems]~~

Description: ~~File consists of Director of Office of Primary Care incoming and copies of outgoing correspondence maintained in electronic mail systems.~~

Disposition: ~~Retain in office and delete duplicate and ancillary records when no longer required for administrative purposes. Review records on an annual basis. After completing the review, print out all substantive records, including applicable receipt and transmission data, directory information, distribution lists, and acknowledgements of receipt, destroy record(s) when they become three (3) years old. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

OR

~~Retain in office and transfer data to disks. Store a back up copy of the disk in an off site storage area that meets the manufacturer's recommendations for temperature and humidity controls; or if no recommendations are provided by the manufacturer, store the back up disk in an off site storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%; and (c) after retaining at least one (1) user copy of the disk in the agency. Destroy individual disks when they become three (3) years old provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

~~Transfer to series 5-1, October 26, 2023~~

5-5 **Administrative Working File**

Description: Files contains copies convenience copies of correspondence and memoranda; copies of contract agreements; employee time and effort; employee time reports; copies of departmental reports; copies of departmental policies and procedures; and convenience copies of Financial Management reports and budgets.

Volume: approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After completing the annual review, destroy duplicate and ancillary records; destroy substantive records when they become three (3) years old.~~  
Retain three (3) years, then destroy.

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Turning Point Initiative

**6-1 Correspondence [~~Hard Copy Records~~]**

Description: File consists of correspondence of the Director of Turning Point Initiative  
~~incoming and copies of outgoing correspondence.~~

Volume: approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After the review, destroy~~  
~~duplicate and ancillary records when no longer required for administrative~~  
~~purposes. Retain substantive records in office until three (3) years, then destroy,~~  
provided no legal actions are pending. If legal action is pending, destroy two (2)  
years after exhaustion of all legal remedies.

**6-2 Correspondence (~~Convenience Copy~~)**

Description: ~~Convenience or reference copies of records in Series 6-1. (Correspondence).~~

Volume: approximately one cubic foot per year

Disposition: ~~Retain in office until no longer required for administrative purposes, and then~~  
~~destroy.~~  
Delete from schedule, October 26, 2023

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Turning Point Initiative

6-3 ~~Correspondence [Records Maintained in Electronic Mail Systems]~~

~~Description: File consists of Director of Turning Point Initiative incoming and copies of outgoing correspondence maintained in electronic mail systems.~~

~~Disposition: Retain in office and delete duplicate and ancillary records when no longer required for administrative purposes. Review records on an annual basis. After completing the review, print out all substantive records, including applicable receipt and transmission data, directory information, distribution lists, and acknowledgements of receipt, destroy record(s) when they become three (3) years old. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

~~OR~~

~~Retain in office and transfer data to disks. Store a back up copy of the disk in an off site storage area that meets the manufacturer's recommendations for temperature and humidity controls; or if no recommendations are provided by the manufacturer, store the back up disk in an off site storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%; and (c) after retaining at least one (1) user copy of the disk in the agency. Destroy individual disks when they become three (3) years old provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

~~Transfer to series 6-1, October 26, 2023~~

6-5 **Administrative Working File**

Description: Files contains copies convenience copies of correspondence and memoranda; copies of contract agreements; employee time and effort; employee time reports; copies of departmental reports; copies of departmental policies and procedures; and convenience copies of Financial Management reports and budgets.

Volume: approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After completing the annual review, destroy duplicate and ancillary records; destroy substantive records when they become three (3) years old.~~  
Retain three (3) years, then destroy.

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Community Development

7-1 **Correspondence [~~Hard Copy Records~~]**

Description: File consists of correspondence of the Chief of Community Development ~~incoming and copies of outgoing correspondence.~~

Volume: approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After the review, destroy duplicate and ancillary records no longer required for administrative purposes. Retain substantive records in office until three (3) years, then destroy provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies.~~  
Retain three (3) years, then destroy.

7-2 **Correspondence (~~Convenience Copy~~)**

Description: ~~Convenience or reference copies of records in Series 7-1. (Correspondence).~~

Volume: approximately one cubic foot per year

Disposition: ~~Retain in office until no longer required for administrative purposes, and then destroy.~~  
Delete from schedule, October 26, 2023

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Community Development

7-3 ~~Correspondence [Records Maintained in Electronic Mail Systems]~~

~~Description: File consists of Chief of Community Development incoming and copies of outgoing correspondence maintained in electronic mail systems.~~

~~Disposition: Retain in office and delete duplicate and ancillary records when no longer required for administrative purposes. Review records on an annual basis. After completing the review, print out all substantive records, including applicable receipt and transmission data, directory information, distribution lists, and acknowledgements of receipt, destroy record(s) when they become three (3) years old. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

~~OR~~

~~Retain in office and transfer data to disks. Store a back up copy of the disk in an off site storage area that meets the manufacturer's recommendations for temperature and humidity controls; or if no recommendations are provided by the manufacturer, store the back up disk in an off site storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%; and (c) after retaining at least one (1) user copy of the disk in the agency. Destroy individual disks when they become three (3) years old provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

~~Transfer to series 7-1, October 26, 2023~~

7-5 **Administrative Working File**

Description: Files contains copies convenience copies of correspondence and memoranda; copies of contract agreements; employee time and effort; employee time reports; copies of departmental reports; copies of departmental policies and procedures; and convenience copies of Financial Management reports and budgets.

Volume: approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After completing the annual review, destroy duplicate and ancillary records; destroy substantive records when they become three (3) years old.~~  
Retain three (3) years, then destroy.



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Community Development

7-10 **Mailing Lists (electronic file)**

Description: Demographic file of individuals to be contacted regarding Turning Point and Arthritis programs. The following information is used to generate mailing labels: first and last name, individual's degree and title, their mailing address, phone number, fax number, and e-mail address.

Disposition: ~~Information will be retained on a hard drive. A back up disk copy will be maintained in an off site storage area that meets the manufacturer's recommendations for temperature and humidity controls; or if no recommendations are provided by the manufacturer, after storing the back up disk in an off site storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%. Erase and reuse when no longer needed for administrative purposes.~~  
Retain until no longer needed for administrative purposes, then destroy.

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Occupational Safety

**8-1 Correspondence (~~Hard Copy Records~~)**

Description: File consists of ~~incoming and copies of outgoing~~ correspondence of the Director of Occupational Safety.

Volume: approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After the review, destroy duplicate and ancillary records no longer required for administrative purposes.~~ Retain in office for three (3) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

**8-2 Correspondence (~~Convenience Copy~~)**

Description: ~~Convenience or reference copies of records in Series 8-1.~~

Volume: ~~approximately one cubic foot per year~~

Disposition: ~~Retain in office until no longer required for administrative purposes, then destroy.~~  
Delete from schedule, October 26, 2023

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**\* October 26, 2023 \***

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Occupational Safety

**8-3 Correspondence (Records Maintained in Electronic Mail Systems)**

~~Description: File consists of incoming and copies of outgoing correspondence of the Director of Occupational Safety maintained in electronic mail systems.~~

~~Disposition: Retain in office and delete duplicate and ancillary records when no longer required for administrative purposes. Review records on an annual basis. After completing the review, print out all substantive records, including applicable receipt and transmission data, directory information, distribution lists, and acknowledgements of receipt. Destroy record(s) when they become three (3) years old, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

~~OR~~

~~Retain in office and transfer data to disks. Store a back up copy of the disk in an off site storage area that meets the manufacturer's recommendations for temperature and humidity controls; or if no recommendations are provided by the manufacturer, store the back up disk in an off site storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%; and after retaining at least one (1) user copy of the disk in the agency. Destroy individual optical disks when they become three (3) years old, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

~~Transfer to series 8-1, October 26, 2023~~

**8-4 Administrative Working Files**

~~Description: Files contain incoming and copies of outgoing correspondence and memoranda; convenience copies of contract agreements; copies of departmental reports; and copies of departmental policies and procedures.~~

~~Volume: approximately one (1) cubic foot per year~~

~~Disposition: Retain in office and review on an annual basis. After completing the annual review, destroy duplicate and ancillary records. Destroy substantive records when they become three (3) years old.~~  
Retain three (3) years, then destroy.

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Occupational Safety

**8-5 Employee Health Record (Restricted Access 43A O.S. §3-422, 74 O.S. §880-2.11, CFR 293.502)**

Description: This electronic files consists of employee demographic information, assessment, scheduled visits, services received, follow up as needed, equipment issued for medical reasons.

Disposition: Retain in office thirty (30) years after termination of employment, then purge/destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

~~OR~~

~~Retain in office and transfer data to optical disks. Store a back up copy of the disk in an off site storage area that meets the manufacturer's recommendations for temperature and humidity controls; or if no recommendations are provided by the manufacturer, store the back up disk in an off site storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%; and after retaining at least one (1) user copy of the disk in the agency. Destroy individual optical disks when they become thirty (30) years old, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.~~

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Child and Adolescent Health

9-1 **Correspondence (~~Hard Copy Records~~)**

Description: File consists of ~~incoming and copies of outgoing~~ correspondence of the Director of Child and Adolescent Health.

Volume: approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After the review, destroy duplicate and ancillary records no longer required for administrative purposes.~~ Retain ~~in office until~~ three (3) years, then destroy, ~~record~~ provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

9-2 **Correspondence (~~Convenience Copy~~)**

Description: ~~Convenience or reference copies of records in Series 4-1.~~

Volume: approximately one cubic foot per year

Disposition: ~~Retain in office until no longer required for administrative purposes, then destroy.~~  
Delete from schedule, October 26, 2023

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Child and Adolescent Health

**9-3 Correspondence (Records Maintained in Electronic Mail Systems)**

**Description:** ~~File consists of incoming and copies of outgoing correspondence of the Director of Child and Adolescent Health maintained in electronic mail systems.~~

**Disposition:** ~~Retain in office and delete duplicate and ancillary records when no longer required for administrative purposes. Review records on an annual basis. After completing the review, print out all substantive records, including applicable receipt and transmission data, directory information, distribution lists, and acknowledgements of receipt. Destroy record when record becomes three (3) years old, provided no legal action is pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

~~OR~~

~~Retain in office and transfer data to disks. Store a back up copy of the disk at an off site storage area that meets the manufacturer's recommendations for temperature and humidity controls; or if no recommendations are provided by the manufacturer, store the back up disk in an off site storage area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%; and after retaining at least one (1) user copy of the disk in the agency. Destroy individual optical disks when they become three (3) years old provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~

~~Transfer to series 9-1, October 26, 2023~~

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Child and Adolescent Health

9-5 **Administrative Working Files**

Description: Files contain ~~incoming and copies of outgoing~~ correspondence and memoranda; convenience copies of contract agreements; copies of departmental reports; copies of departmental policies and procedures; and copies of PHOCIS (Public Health Oklahoma Computer Information System) statistical information.

Volume: approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After completing the annual review, destroy duplicate and ancillary records. Destroy substantive records when they become three (3) years old.~~ Retain three (3) years, then destroy, provided no legal action is pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

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Perinatal and Reproductive Health

10-1 **Correspondence (~~Hard Copy Records~~)**

Description: File consists of ~~incoming and copies of outgoing~~ correspondence of the Director of Perinatal and Reproductive Health Division.

Volume: approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After the review, destroy duplicate and ancillary records no longer required for administrative purposes. Retain in office for three (3) years, then destroy provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~  
Retain three (3) years, then destroy.

10-2 **Correspondence (~~Convenience Copy~~)**

Description: ~~Convenience or reference copies of records in Series 9-1. (Correspondence).~~

Volume: approximately one cubic foot per year

Disposition: ~~Retain in office until no longer required for administrative purposes, then destroy.~~  
Delete from schedule, October 26, 2023

10-3 **Correspondence (~~Records Maintained in Electronic Mail Systems~~)**

Description: ~~File consists of incoming and copies of outgoing correspondence of the Director of Perinatal and Reproductive Health Division.~~

Disposition: ~~Retain in office and delete duplicate and ancillary records when no longer required for administrative purposes. Review records on an annual basis. After completing the review, print out all substantive records, including applicable receipt and transmission data, directory information, distribution lists, and acknowledgements of receipt. Destroy records when they become three (3) years old. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.~~  
Transfer to series 10-1, October 26, 2023



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Perinatal and Reproductive Health

10-5 **Administrative Working Files**

Description: Files contain ~~incoming and copies of outgoing~~ correspondence and memoranda; convenience copies of contract agreements; copies of departmental reports; copies of departmental & agency policies and procedures; copies of legislative files; and copies of newspaper articles.

Volume: approximately one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After completing the annual review, destroy duplicate and ancillary records. Destroy when substantive records become three (3) years old.~~  
Retain three (3) years, then destroy.

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Nutrition/WIC Service

**13-11 Nutritionists' Orientation Manual**

Description: Manual contains information pertinent to nutritionists when they begin working with the WIC Program such as Merit System Rules, travel vouchers, and protocols for providing various services.

Volume: less than one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After completing the review, update as necessary and destroy ancillary materials as well as substantive materials three (3) or more years old no longer required for administrative purposes.~~  
Retain three (3) years, then destroy.

**13-29 Vendor Correspondence**

Description: WIC vendor profile applications, vendor visit reports, memos, price lists, and warning letters.

Volume: less than one (1) cubic foot per year

Disposition: ~~Retain in office and review on an annual basis. After completing the review, destroy duplicate and ancillary materials as well as substantive materials five (5) or more years old no longer required for administrative purposes.~~  
Retain five (5) years, then destroy.

ARCHIVES AND RECORDS COMMISSION

**OKLAHOMA STATE DEPARTMENT of HEALTH**  
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Nutrition/WIC Service

13-41A **WIC Food Instruments/Vouchers (Record Copy)**

Description: Redeemed Food Instruments/Vouchers under a federal program to provide certain types of food to supplement diets of women, infants, and children. Food Instruments stubs are retained in county offices until no longer required for administrative purpose (County Health Department, Schedule 89-12, Series 14-2)

Volume: 100 cubic feet per year

Disposition: ~~Retain in office and microfilm. Destroy hard copy documents: (a) upon certification that the microfilm meets all standards established by the Archives and Records Commission, (b) after storing the master negative in a location separate from all user copies, and (c) after retaining at least one (1) user copy in the agency. Destroy all microfilm copies and all below standard documents retained in accordance with Archives and Records Commission Rule 60:10-7-2(2) when they become seven (7) years old~~ Retain seven (7) years, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.