



Agency Records Disposition Schedule

Department: Department of Health & Senior Services

Section: Bureau of Health Care Analysis & Data
Dissemination

Division: Community & Public Health

Sub-Section:

TITLE: Agreements

CUTOFF: EOSFY

DESCRIPTION: Agreements with vendors, usually elated to all advertising. Copies of records maintained in financial services office.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22551

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Invoices

CUTOFF: EOSFY

DESCRIPTION: Copies of invoices for local reference only. Original copies are kept in the fiscal office.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22549

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Print Requisitions

CUTOFF: Approval or denial of print job

DESCRIPTION: Copies of print requests, for local reference only, submitted by the program manager for printing brochures, posters, fliers, etc.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22552

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007