



Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Section of Epidemiology for Public Health Practices

Division: Division of Community and Public Health

Sub-Section: Bureau of Health Care Analysis and Data Dissemination

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: Bid Contracts

CUTOFF: Completion of contract

DESCRIPTION: Contracts related to bids for "Toll-free Information and Referral Line Services." Copies of records maintained in financial services office.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22550

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Daily TEL-LINK Call Records

CUTOFF: EOSFY

DESCRIPTION: Daily call records on all incoming calls to the toll-free information and referral line for maternal and child health services. This toll-free number is known as 1-800-TEL-LINK. These records include the callers name, address, phone, description of the call, etc.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22548

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

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Section: Section of Epidemiology for Public Health Practices

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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: Monthly TEL-LINK Call Data Reports

CUTOFF: EOSFY

DESCRIPTION: Reports that provide monthly data totals on all incoming calls to the toll-free information and referral line for maternal and child health services. This toll-free number is known as 1-800-TEL-LINK.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22547

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



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Department: Department of Health and Senior Services

Section: Section of Epidemiology for Public Health Practices

Division: Division of Community and Public Health

Sub-Section: Bureau of Health Care Analysis and Data Dissemination

TITLE: Training Manuals

CUTOFF: End of contract period

DESCRIPTION: TEL-LINK training manuals used for training contracting staff who answer the toll-free information and referral line number which is known as 1-800-TEL-LINK.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22553

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007
