



Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Division Director's Office

Division: Division of Regulation and Licensure

Sub-Section: Certificate of Need Program

TITLE: (Hill-Burton) Federal/Title XVI: Public Law 91-296 or 93-641 (Administration responsibility of single state agency) Hill-Burton (Closed) Project Files	CUTOFF:	
DESCRIPTION: (Hill-Burton) Federal/Title XVI: Public Law 91-296 or 93-641 (Administration responsibility of single state agency) Hill-Burton (Closed) Project Files	RETENTION: Years: 20 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7866	SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: (Hill-Burton) Federal/Title XVI: Public Law 91-296 or 93-641 (Administrative responsibility of single state agency) - Application File Pending, Application File Closed (No action as yet), Physical Plant Evaluation Survey	CUTOFF: EOFFY	
DESCRIPTION: (Hill-Burton) Federal/Title XVI: Public Law 91-296 or 93-641 (Administrative responsibility of single state agency) - Application File Pending, Application File Closed (No action as yet), Physical Plant Evaluation Survey File (Survey form file of existing health facilities in state), Inventory Update and Certification of Need for FHA Mortgage Insurance, Hill-Burton (Active) Project Files	RETENTION: Years: Months: Days:	
NOTES:	DISPOSITION ACTION: Permanent	
SERIES #: 7865	SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Communications	CUTOFF:	
DESCRIPTION: Communications - Legislative information, news releases, State Health Planning and Development Agency Reviews, press clippings	RETENTION: Years: 2 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7854	SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
TITLE: Hospital Annual Reports	CUTOFF: EOSFY	
DESCRIPTION: Hospital Annual Reports	RETENTION: Years: Months: Days:	
NOTES:	DISPOSITION ACTION: Permanent	
SERIES #: 7864	SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987



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TITLE: Hospital Construction File - correspondence, plan review, comments and certification of construction for licensing purpose.	CUTOFF: EOSFY		
DESCRIPTION: Hospital Construction File - correspondence, plan review, comments and certification of construction for licensing purpose.	RETENTION: Years: Months: Days:		
NOTES:	DISPOSITION ACTION: Permanent		
SERIES #: 7867	SERIES STATUS: Approved	APPROVAL DATE:	02/23/1987
TITLE: Monthly Activity Reports	CUTOFF: WSO		
DESCRIPTION: Monthly Activity Reports	RETENTION: Years: 0 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 7870	SERIES STATUS: Approved	APPROVAL DATE:	02/23/1987
TITLE: Office Management and Budget Circular A-95 Files - Related to Section 401. (a) of the Intergovernmental cooperation Act of 1968 - Section 204 (c) of the Demonstration Cities and metropolitan	CUTOFF:		
DESCRIPTION: Office Management and Budget Circular A-95 Files - Related to Section 401. (a) of the Intergovernmental cooperation Act of 1968 - Section 204 (c) of the Demonstration Cities and metropolitan Development Act of 1966. 3 eyars or federal audit incl. CSA.	RETENTION: Years: 3 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 7869	SERIES STATUS: Approved	APPROVAL DATE:	02/23/1987
TITLE: Operations - Information pertaining to Health Systems agencies and correspondence with each	CUTOFF: WSO		
DESCRIPTION: Operations - Information pertaining to Health Systems agencies and correspondence with each	RETENTION: Years: 0 Months: 0 Days: 0		
NOTES:	DISPOSITION ACTION: Destroy		
SERIES #: 7858	SERIES STATUS: Approved	APPROVAL DATE:	02/23/1987



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TITLE: Personal Health - Planning activities concerning specialized care, primary health care services, in and out patient clinics and preventive medicine in the State Health Planning and Development Agency Office	CUTOFF:	
DESCRIPTION: Personal Health - Planning activities concerning specialized care, primary health care services, in and out patient clinics and preventive medicine in the State Health Planning and Development Agency Office. May be destroyed after conclusion of state audit if completed before end of retention period.	RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7855	SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
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TITLE: States files	CUTOFF: WSO	
DESCRIPTION: States file - Information bulletins, educational material given to Statewide Health Coordinating Council from other states	RETENTION: Years: 0 Months: 0 Days: 0	
NOTES:	DISPOSITION ACTION: Destroy	
SERIES #: 7863	SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
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TITLE: Statewide health Coordinating Council Status Reports	CUTOFF: EOSFY	
DESCRIPTION: Statewide health Coordinating Council Status Reports. May be microfilmed, paper destroyed.	RETENTION: Years: Months: Days:	
NOTES:	DISPOSITION ACTION: Permanent	
SERIES #: 7861	SERIES STATUS: Approved	APPROVAL DATE: 02/23/1987
