

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 800-A

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RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH AND MENTAL HYGIENE

DRUG ABUSE ADMINISTRATION

AGENCY

DIVISION

Item
No.

Description

Retention

10.

STATISTICAL DATA RECORDS

CODAP (Client Oriented Data Acquisitions Process) is a nonidentifying statistical study of admission, discharge client flow summary forms and how many clients are in the programs.

NDATUS (National Drug and Alcohol Treatment Utilization Survey) is a statistical study consisting of federal forms concerning patient's drug history information.

Retain for four (4) years, then destroy.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

10/21/81

Date

Law M. Martin

Signature

Division Chief

Title

11/17/81

Date

Edward J. ...

State Archivist