

DEPARTMENT OF HEALTH AND MENTAL HYGIENE
Office of the Cigarette Restitution Fund Program

	DESCRIPTION	RETENTION
1	<p>Minority Outreach & Technical Assistance (MOTA) Unit Record Series including:</p> <p>A. Grant Applications</p> <p>B. Financial Records</p> <p>C. Progress Reports</p> <p>D. Annual and Final Reports</p> <p>E. Program Correspondence</p>	<p>A. Retain unfunded applications for three (3) years, then destroy. Retain accepted applications for five years after completion of project, then destroy.</p> <p>B. Retain for five (5) years after completion of project and until all audit requirements are met, then destroy.</p> <p>C. Retain for five (5) years, then destroy.</p> <p>D. Retain permanently, transferring to State Archives when no longer needed.</p> <p>E. Set up annual folders, screening for material that is no longer needed. Retain for five (5) years after project completion, then destroy.</p>
2	<p>Tobacco Use Prevention Program Series- Statewide and administrative component- this series includes project files containing unified grant awards, contracts, progress reports, audit/reconciliation reports, surveillance and evaluation information, training files, etc.</p>	<p>Retain project files in office for four (4) years following completion of project or until audit requirements are met, then transfer to State Records Center. Retain at Records Center until ten (10) years after project completion then destroy.</p>
3	<p>Cancer Prevention, Education, Screening and Treatment Unit- CRFP Record Series</p> <p>A. Patient records of screening, diagnosis and treatment, program notes, biopsy results, operative results, medical bills, and other records related to the prescribed diagnosis and treatment.</p> <p>B. CRFP DATABASE (Electronic Master Database).</p>	<p>A. Screen annually, discarding material that is no longer needed, moving inactive records to storage. Store inactive records for five (5) years after completion of study then destroy.</p> <p>B. Retain permanently. Periodically transfer backup copy to State Archives.</p>

MAY 12 2005

APPROVED:(DHMH Official) DATE: 12/3/04

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Carlessia Hussein, DrPH, Director

AUTHORIZED:(State Archives) DATE:

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Edward C Papenfuse Jr, State Archivist