

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF PUBLIC HEALTH  
EPIDEMIOLOGY SECTION  
LABORATORY SERVICES  
CANCER CYTOLOGY UNIT

Program Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

**CANCER CYTOLOGY UNIT**

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.**

The

**CANCER CYTOLOGY UNIT**

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

**APPROVAL RECOMMENDED**



Anna Wasdell, Chief Records Officer  
Department of Health and Human Services



Donna Gregory, Records Officer  
Division of Public Health



Leah Devlin, Director  
Division of Public Health



David J. Olson, Director  
Division of Historical Resources

**APPROVED**



Carmen Hooker Odom, Secretary  
Department of Health and Human Services



Lisbeth C. Evans, Secretary  
Department of Cultural Resources

April 11, 2003

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**Item 3499. PAP SCREENING FORMS FILE.** Records in paper and electronic formats concerning PAP screening forms submitted with PAP specimens. Forms include dates received, demographic information, statistical reports, and patients' history. Information is entered into the Laboratory Information Management System (LIMS) when received and routinely updated. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.) (File maintenance and backup procedures conducted by State Laboratory Computer Operations Unit.)

DISPOSITION INSTRUCTIONS: Destroy in office paper records after 2 years. Destroy in office electronic records 10 years after date of report.

**Item 46728. CANCER CYTOLOGY FOLLOW-UP (FORM 1011) FILE.** Records concerning patient follow-up to abnormal reports. File includes patient demographics, PAP history, follow-up information, and treatment. (Comply with applicable provisions of G.S. 130A-12 regarding confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**Item 46729. CANCER CYTOLOGY PAP REPORTS DATABASE (ELECTRONIC) FILE.** Electronic records concerning PAP test results. Electronic file includes test results, patient demographics, type of specimens, report dates, collection dates, and other related data. Information is entered into the Laboratory Information Management System (LIMS) when received and routinely updated. (Comply with applicable provisions of G.S. 130A-12 regarding confidentiality of medical records in the possession of Department of Health and Human Services or local health departments.) (File maintenance and backup procedures conducted by State Laboratory Computer Operations Unit.)

DISPOSITION INSTRUCTIONS: Destroy in office 10 years after date of report.

**Item 46730. CANCER CYTOLOGY QUALITY ASSURANCE (QA) FILE.** Records in paper and electronic formats concerning the quality control activities of the unit. File includes quality control rescreen misses, positive screening log, rescreen reports, and other related data. (File maintenance and backup procedures conducted by State Laboratory Computer Operations Unit.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 2 years.

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**Item 46738. CANCER CYTOLOGY CONTRACT LABORATORY PAP REPORTS.** Records in paper and electronic formats concerning PAP reports from laboratories contracted to screen State Laboratory overflow work. File includes PAP report findings and patient demographics. Patient demographics and PAP report findings are entered into the Laboratory Information Management System (LIMS) when received and routinely updated. (Comply with applicable provisions of G.S. 130A-12 regarding confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.) (File maintenance and backup procedures conducted by State Laboratory Computer Operations Unit.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records 10 years after date of report.

**Item 8391. PAP SMEAR SCREENING FORMS MAGNETIC TAPES FILE.** Magnetic tapes concerning PAP smear screening. (Comply with provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy records in office immediately.

**Item 8407. MONTH-TO-DATE REPORTS FILE.** Computer printouts which were produced prior to January 1, 1984, listing patients screened by the Cancer Cytology Branch. Printouts list each patient's name, county of residence, race, sex, birthdate, type of smear, provider, quality of specimen, and other related information. (Records subsequent to January 1, 1984, are maintained in the PAP Smear Screening Forms Magnetic Tapes File.) (Comply with provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

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**Item 8408. ACTIVITY REPORT FILE.** Records in paper and electronic formats concerning unit's monthly activity. File includes total number of patients screened, results of tests without individuals' names, providers, and other related information. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.) (File maintenance and backup procedures conducted by State Laboratory Computer Operations Unit.)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 5 years.

**Item 8409. CANCER SCREENING FOLLOW-UP DATABASE (ELECTRONIC) FILE.** Electronic records listing patients with abnormal PAP reports who have not completed follow-up to the initial screening. Information is entered into the Laboratory Information Management System (LIMS) when received and routinely updated. (Comply with applicable provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of the Department of Health and Human Services or local health departments.) (File maintenance and backup procedures conducted by State Laboratory Computer Operations Unit.)

DISPOSITION INSTRUCTIONS: Destroy in office 10 years after date of report.

**Item 8410. POSITIVE FILE.** Computer card file of open and closed cases prior to January 1, 1984, for each individual diagnosed as Class III Marked Dysplasia, Class IV, and Class V. When a biopsy was performed, the pathological results were keypunched onto the individual's card and the case was closed.) (Records subsequent to January 1, 1984, are maintained in the PAP Smear Screening Forms Magnetic Tapes File.) (Comply with provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy records in office immediately.

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**Item 8413. POSITIVE/FOLLOW-UP FILE.** Photocopies of PAP smear screening forms produced prior to January 1, 1984, for individuals diagnosed as Class III, Class IV, and Class V. Original form was returned to the provider and official copies of cancer screening follow-up reports were sent from branch to the provider and returned to the branch.) (Records subsequent to January 1, 1984, are maintained in the PAP Smear Screening Forms Magnetic Tapes File.) (Comply with provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy records in office immediately.

**Item 8414. PENDING PATHOLOGY FILE.** Photocopies of PAP smear screening forms produced prior to January 1, 1984, which were awaiting follow-up results. (Subsequent records are maintained in the PAP Smear Screening Forms Magnetic Tapes File.) (Comply with provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**Item 8416. ADMINISTRATIVE FILE.** Correspondence, memorandums, and other records used in the administration of the branch.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

**Item 8417. PATIENT MICROFICHE FILE.** Historical file which lists patients, dates of birth, clinics visited, and laboratory results. (Comply with provisions of G.S. 130A-12 regarding the confidentiality of medical records in the possession of Department of Health and Human Services or local health departments.)

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy records in office immediately.