

DEPARTMENT OF CORRECTION
DIVISION OF PRISONS
OFFICE OF THE DIRECTOR OF HEALTH SERVICES
HEALTH SERVICES BRANCH

Records Retention and Disposition Schedule

The 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

HEALTH SERVICES BRANCH

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 machine readable records not listed in this schedule are not authorized to be destroyed. The**

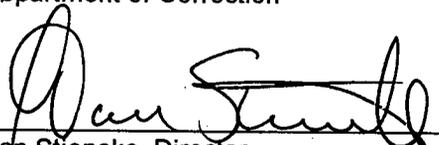
HEALTH SERVICES BRANCH

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 This schedule is to remain in effect until superseded.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

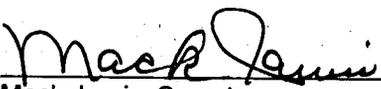

Robert Bonson, Chief Records Officer
Department of Correction

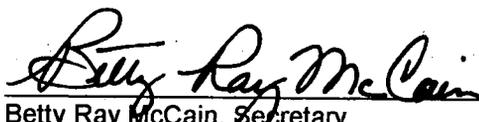

Herbert A. Rosefield, Director
Health Services Branch


Dan Stieneke, Director
Division of Prisons


Jeffrey J. Crow, Director
Division of Archives and History

APPROVED


Mack Jarvis, Secretary
Department of Correction


Betty Ray McCain, Secretary
Department of Cultural Resources

May 15, 1997

MS

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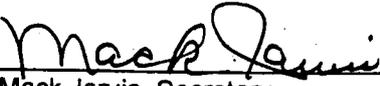

Robert Brinson, Chief Records Officer
Department of Correction

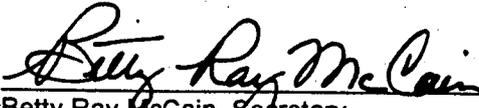

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May 15, 1997

This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

MS

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ITEM 39511. COMMUNICABLE DISEASE (ELECTRONIC) DATABASE FILE.

Machine readable records concerning inmates diagnosed with a specific communicable disease. Electronic file includes names of inmates, inmates date of birth, race, and sex, inmates identification numbers, and other related data. (Comply with applicable provisions of G.S. 130A-143 concerning individuals with communicable diseases.)

DISPOSITION INSTRUCTIONS: Transfer 1 copy of each magnetic disk to an off-site location for back-up storage. Agency representative will update electronic files periodically. Retain in office copy of magnetic disk permanently.

ITEM 39512. COMMUNICABLE DISEASE REPORTS FILE.

Reports received from Outreach Nurses concerning medical treatment rendered to inmates with communicable diseases. Reports includes inmates names, inmates identification numbers, laboratory results, dates of tests, types of treatment inmates received, and other related data. (Comply with applicable provisions of G.S. 130A-143 concerning individuals with communicable diseases.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 39513. COMMUNICABLE DISEASE STATISTICAL REPORTS FILE.

Statistical reports concerning inmates diagnosed with a specific communicable disease. Reports list names of inmates, inmates' identification numbers, inmates' date of birth, race, and sex, dates inmates diagnosed, and other related data. Information entered into Communicable Disease (Electronic) Database File (Item 39511). (Comply with applicable provisions of G.S. 130A-143 regarding individuals with communicable diseases.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

ITEM 39514. DENTAL LITIGATION SUITS (INMATES) FILE.

Records concerning lawsuits filed by inmates regarding dental issues. File includes correspondence, memorandums, reference copies of subpoenas, complaints, interrogatories, affidavits, responses to interrogatories, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 39515. DENTAL LITIGATION SUITS (PERSONNEL) FILE.

Records concerning lawsuits filed by dental personnel regarding dental issues. File includes correspondence, memorandums, reference copies of grievances, subpoenas, interrogatories, affidavits, responses to interrogatories, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 39516. DISPENSED MEDICATIONS RECORDS.

Records concerning medications dispensed to inmates. File includes names of medications, prescribers' names, medications strength, quantities, documentation on directions for use, physicians' drug orders, dispensing information, documentation on clarification of medications orders, and other related records. Information entered into Dispensed Medications Database (Electronic) File (Item 39517).

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

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ITEM 39517. DISPENSED MEDICATIONS DATABASE (ELECTRONIC) FILE.

Machine readable records concerning medications dispensed to inmates. Electronic file includes prescribers' names, issuance dates, medications names, medications strength, length of medications orders, directions for use, and other related data.

DISPOSITION INSTRUCTIONS: Transfer 1 copy of each magnetic disk to an off-site location for back-up storage. Agency representative will update electronic files periodically. Erase in office magnetic disks and hard drive after 10 years if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, erase in office after completion of action and resolution of issues involved.

ITEM 39518. DISPENSED MEDICATIONS PRINTOUTS FILE.

Computer generated printouts produced from Dispensed Medications Database (Electronic) File (Item 39517). Printouts list names of inmates, prescribers' names, medications names, medications strength, issuance dates, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 39520. NURSES CONTINUING EDUCATION UNIT (CEU) FILE.

Records concerning courses and/or classes offered between an individual agency and the Department of Correction, Health Services Branch for nurses education. File includes names of employees, employees' social security numbers, location of training, instructor names, names of courses, number of credit hours earned, and other related records. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of education records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) and when released from all audits, whichever occurs later.

ITEM 39524. PROGRAM FILE.

Records concerning courses offered to nursing staff. File includes completed Single Offering Objective Review Forms, evaluation forms, agendas, data sheets, handouts, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) and when released from all audits, whichever occurs later.

ITEM 39525. QUALITY ASSURANCE INSPECTIONS REPORTS FILE.

Reports concerning the monitoring of health care given to inmates within the Department of Correction system. Reports includes names of inmates, inmates' identification numbers, inmates' medical problems, types of treatment given, results of diagnostic testing, and other related data. (Comply with applicable provisions of G.S. 130A-12 and 130A-143 regarding confidentiality of patient medical information and records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) and when released from all audits, whichever occurs later.