

PUBLIC HEALTH AND COMMUNITY SERVICES - STATE APPROVED 12/28/2005 - UPDATED 12/28/2006

SERIES CODE	SERIES / DESCRIPTION	LEGAL CODE	OFFICIAL RETENTION			COPYHOLDER RETENTION	OFFICE OF RECORD	DATA PRACTICE	REMARKS
			LEGAL	USER	TOTAL				
PHS-10	<p>Public Health and Community Services Public Health Planning, Policy Development and Advocacy Section Overview</p> <p>The records in this section of the schedule document the management activities associated with Public Health Planning, Policy and Advocacy. The records also document the advocacy activities associated with working with elected officials, community members and other partners to identify emerging issues, promote public health and address disparities. Policy activities include the creation and maintenance of policy and the development of strategies to promote public health.</p>								
PHS-10-02	<p>Public Health and Community Services Public Health Planning, Policy Development and Advocacy Department Business Plans/Strategic Planning</p> <p>Final five year and annual business plans as provided to the Mayor, City Coordinator and approved by Council. Records may include: Five Year Plan, Annual Business Plan</p>	BUS120	PERM	PERM	PERM	MAX3	DEPARTMENT	PUBLIC	
PHS-10-04	<p>Public Health and Community Services Public Health Planning, Policy Development and Advocacy Department Performance Management</p> <p>The activities involved in managing the performance of the department against the department plans. Activities include developing performance indicators and measurement mechanisms; measuring, monitoring and analyzing performance; conducting reviews of performance and responding to results; and reporting on department performance to internal and external stakeholders.</p>	USE SERIES CODE ADM-30-05							Use the Administrative Schedule - City Governance and Administration (ADM-30-05) to determine retention for Department Performance Management Records.
PHS-10-06	<p>Public Health and Community Services Public Health Planning, Policy Development and Advocacy Department Annual Report*</p> <p>The records in this series summarize the annual activity of the department. Information contained in the series may include goals and objectives, fiscal status, project work performed, accomplishments, staff changes, etc.</p>	USE SERIES ADM-30-04							Use the Administrative Schedule - City Governance and Administration (ADM-30-04) to determine retention for Department Annual Reports.

Event Codes:

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	NOTE: A copy of the department annual report should be submitted to the department records coordinator for cataloging and maintenance in the Public Health Reports and Publications (PHS-10-10) central file.								
PHS-10-08	<p>Public Health and Community Services Public Health Planning, Policy Development and Advocacy Public Health Legislative Priorities</p> <p>The purpose of this series is to maintain records related to the planning and development of the Public Health Legislative Priorities.</p> <p>Note: See Remarks</p> <p>Records may include: E-mails and Memos, Legislative Summaries, Legislative Fact Sheets, Position Papers, Background Materials, Drafts</p>	BUS150	10	10	10	MAX3	DEPARTMENT	PUBLIC	IGR - Inter-Governmental Relations maintains the Legislative Agenda that is adopted by Council. The adopted agenda should also be submitted and maintained in the petitions for the IGR Committee and the City Council meeting minutes.
PHS-10-10	<p>Public Health and Community Services Public Health Planning, Policy Development and Advocacy Public Health Major Reports and Publications</p> <p>This series documents the official department record of major reports and publications resulting from a large/historically significant project, initiative or collaboration. The formal report should provide historic reference or provide guidance for future research and projects for the department or other interested parties. The series should not be used to schedule the reports that may be associated with contracts for periodic reporting or for contract reporting closeout.</p> <p><i>Following completion of major research or a project where a formal report or publication is produced, the contract manager or the principal investigator must forward one copy of the report of publication to the department records coordinator for cataloging and long-term maintenance.</i></p> <p>Research reports and briefs include but are not limited to: Perspectives on Health and Community: Minneapolis Residents Respond to SHAPE 2002, Health Disparities in Minneapolis Racial and Ethnic Groups; Health and Well-being</p>	BUS120 DEV100	PERM	PERM	PERM	MAX3	DEPARTMENT	PUBLIC	

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	<p>of Gay and Bisexual Men in Minneapolis, Closing the Gap: A Public Health Report on Health Disparities, Falling Through the Crack: An Analysis of Care Coordination for Low-Income Women in Hennepin and Ramsey Counties, etc.</p> <p>Records may include: Department newsletter/publication, department annual reports, major Policy and Advocacy reports, formal reports and publications, department plan</p>								
PHS-10-12	<p>Public Health and Community Services Public Health Planning, Policy Development and Advocacy Public Health Advisory Committee (PHAC) The PHAC advises and makes recommendations to the City Council on policy matters affecting community health and considers health matters referred to it by the City Council. The PHAC records document the processes and proceedings of the committee members that act in an advisory capacity.</p> <p>Records may include: Agendas, Minutes, Recommendations, Drafts, Hand outs from meetings, Applications of members, Roster, Presentations, Invoices for catering, White board print outs, Attendance Records, Mayor's charges, Strategy development sheets, Previous CDBG Grantee information, Council Actions, Member Oaths, Member orientation manual</p>	USE SERIES ADM-20-24						Use the Administrative Schedule - City Governance and Administration- Boards and Commissions with Governing and Policy Powers (ADM-20-24) to determine retention of records for committees with policy powers.	
PHS-10-14	<p>Public Health and Community Services Public Health Planning, Policy Development and Advocacy Public Health Business Planning Records that document the basis for high level management decisions, direction, planning and responsibilities for Public Health in the City of Minneapolis. The records document the processes used to plan the direction of the department and to establish priorities that align with City priorities. The records may also document how the department provides an adequate infrastructure to meet the essential local public health services and local activities required by the Minnesota Department of Health. The records also document collaborative planning efforts with the Hennepin County and the Minnesota Department of Health.</p> <p>The records in this series are similar to and consistent with the records associated with the Workpapers of a Major Planning</p>	DEV000	ACT+10	ACT+10	ACT+10	MAX3	PUBLIC	<p>For the retention of routine projects, use the retention associated with Routine Planning Projects - Reports and Workpapers (ADM-10-06).</p> <p>Active ceases when project/planning is complete.</p>	

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	Project (ADM-10-04).								
	NOTE: If copies of final reports and publications are generated as part of the high level planning activities, they should be maintained in accordance with the retention for Public Health Reports and Publications (PHS-10-10).								
PHS-10-16	<p>Public Health and Community Services Public Health Planning, Policy Development and Advocacy Public Health Policy and Advocacy</p> <p>The purpose of this series is to document the development of high level public health policy and advocacy efforts for the City of Minneapolis. The records also document the department's policy and direction in meeting the requirements associated with Local Public Health and Maternal Child Health funding. The records address the management and leadership direction to identify and address gaps the quality and accessibility of health care services and to inform and educate the public and providers on major health care issues that affect the community.</p> <p>The records in this series are similar to and consistent with Workpapers of Planning Records(ADM-10-04) identified in the Administrative section of the General Retention Schedule. For the retention of routine projects, use the retention associated with Routine Planning Projects - Reports and Workpapers (ADM-10-06).</p> <p>NOTE: If copies of final reports and publications are generated as part of the high level policy efforts, they should be filed in accordance with the retention for Public Health Reports and Publications (PHS-10-10).</p>	DEV000	ACT+10	ACT+10	ACT+10	MAX3	DEPARTMENT		Active ceases when the activities associated with specific policy/advocacy efforts is complete.
PHS-10-18	<p>Public Health and Community Services Public Health Planning, Policy Development and Advocacy Public Health Outreach and Communication*</p> <p>The records in this series document the record created as a result of management planning/delivery of department-wide outreach and communications activities (Healthy City Thriving Families newsletter, Department internet communications, marketing brochures, etc).</p>	BUS 130 COM300	ACT+6	ACT+6	ACT+6	MAX3	DEPARTMENT	PUBLIC	Use Public Health Reports and Publications (PHS-10-10) to schedule and manage major departmental reports and publications.

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	<p>If outreach and communication records are created as part of a Public Health project, initiative, collaboration or program, the records should be maintained and scheduled according to the activity that produced the records.</p> <p>Records may include: Announcements, audio visual presentations, posters</p>								
PHS-20	<p>Public Health and Community Services Research and Assessment Section Overview</p> <p>Records created to document a wide range of surveillance, assessment and research activities related to Public Health and the delivery of related community projects and services. Research and evaluation activities include the creation of records that are associated with business planning, project development, quality assurance activities and program/project evaluation.</p> <p>Research and Assessment provides support services for a wide variety of programs and projects managed by the Health and Family Support Department. Research and Assessment also partners with other government agencies and collaborates with private organizations and community service organizations to monitor and assess programs that support public health initiatives and reduce health disparities.</p>								
PHS-20-02	<p>Public Health and Community Services Research and Assessment Research Requirements and Approvals*</p> <p>Records that document the activities involved in identifying and meeting data collection, data storage, and other research requirements as established by the Minnesota Government Data Practices Act (Minnesota Statutes Chapter 13); Protection of Human Subjects (Title 45, Part 46 of the Code of Federal Regulations, Subparts A-D); and the HIPAA Privacy Rule as it pertains to the privacy of individually identifiable health information (Title 45 Part 164 of the Code of Federal Regulations). The records help to document that the department has identified and is complying with applicable</p>	HLTH11	ACT+3	ACT+3	ACT+3	MAX1	RESEARCH	PUBLIC	Active ceases after completion of the project.

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	<p>federal and state regulations. Some research projects require review and approval by one or more Institutional Review Boards (IRB) for the Protection of Human Subjects. The records in this series will include IRB applications and all subsequent correspondence and reports to and from the IRB(s). IRB applications include study protocols, any questionnaires or data collection instruments used in the study, information sheets for prospective human subjects, and consent forms for adult subjects and parents/guardians of minor subjects, and assent forms for minor subjects.</p> <p>Note: Institutional Review Board records related to specific projects are often maintained with the project file that they relate to. Separation of IRB records related to specific projects is recommended to help ensure availability for future reference and use.</p>								
PHS-20-04	<p>Public Health and Community Services Research and Assessment</p> <p>Informed Consent/Assent Records - Completed Forms Whenever a signed consent is required, a completed informed consent/assent record must be signed to document the consent/assent of persons who participate in research. The completed forms may contain personally identifiable information, including signatures and will be project specific.</p> <p>If consent is required, a sample copy of the consent form will be included as part of PHS-20-02 - Research Requirements and Approvals (IRB Application).</p> <p>Note: When possible, informed consent records should be maintained separately from other research and assessment records related to specific projects.</p> <p>Records may include: Completed informed consent/assent forms, informed consent checklist, related information provided to participant</p>	HLTH08	ACT+6	ACT+6	ACT+6	MAX3	RESEARCH	PRIVATE MS13.384 MS13.3805 MS13.46	Active ceases after receipt of signature.

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PHS-20-06	<p>Public Health and Community Services Research and Assessment Primary Health Data - Data Collection</p> <p>The purpose of this series is to manage the data source of data that is collected and most often entered to a database for research and assessment purposes. Source data may come from completed forms, may be imported, may be directly entered as summarized information, etc. The data collected may contain personally identifiable information. The data may be collected for a variety of purposes including for the support of projects, programs, initiatives, collaborations, to meet reporting requirements and/or to provide information for incorporation into a formal report, etc.</p> <p>Records may include: Input forms, surveys, questionnaires, chart audit forms</p>	HLTH15	5	5	5	MAX1	RESEARCH	PRIVATE MS13.384 MS13.3805 MS13.46	<p>Retention begins after the content is entered/or imported into a trustworthy database and the source data is verified.</p> <p>If the original source data is required to meet the retention requirements for other record series, the source data should be returned to the office of record responsible for the series following the capture/entry/verification of the source data.</p>
PHS-20-08	<p>Public Health and Community Services Research and Assessment Primary Health Data - Electronic Files</p> <p>Primary health data in electronic form is created by entering information from completed data collection forms, via direct entry or may come from other data sources. The electronic data is primarily used to monitor the health of the population in general and may also be used to help determine whether interventions are effective. The data may be used to substantiate and support research findings and provide information to help direct the future conduct of public health initiatives. Primary health data may also provide value for secondary evaluations.</p>	HLTH18	ACT+6	ACT+6	ACT+6	MAX3	RESEARCH	PRIVATE MS13.384 MS13.3805 MS13.46	<p>Active ceases after the program ends, completion of the project, creation of the final report, and/or financial audit is complete - whichever applies or occurs later.</p>
PHS-20-10	<p>Public Health and Community Services Research and Assessment Research Data Sets - Personal Identifiers Removed</p> <p>Research and Assessment may link data sets for the purpose of appending one set of individual-level variables to another. Once the data sets are linked, unique personal identifiers (e.g., name, address, phone number, medical record number) are removed and cases are enumerated by sequential case numbers. Research and Assessment "delinks" the unique personal identifiers as a means to assure respondents that uniquely identifying information will not be retained in the data set.</p>	HLTH17	IND	IND	IND	MAX3	RESEARCH	PRIVATE MS13.384 MS13.3805 MS13.46	<p>Review after ten years. Migrate electronic files to latest programs every two years.</p>

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	<p>When determining how to apply retention or when to begin retention, the following cases should be considered:</p> <p>a) In some cases, the case number will also be recorded on a signed consent form, a hard copy document which will have to be retained for a given time period. When individuals provide signed consent, Research and Assessment must provide respondents with a copy of their survey responses if requested - therefore, some linkage is required.</p> <p>b) In some cases, the case number may not be recorded elsewhere. For example, if Research and Assessment (or a subcontractor) purchase a list of household telephone numbers and addresses for purposes of conducting a survey, they may not obtain signed consent. The consent may be verbal (in a telephone interview) or implied (by returning a mailed questionnaire). Therefore, there will be no uniquely identifying information in the survey data set. Similarly, if Research and Assessment append birth records to project records on mother/infant participants, there would not necessarily be a record of unique identifying information once the linkage was made and these variables were removed from the new data set.</p> <p>c) A related situation applies to surveys conducted via the web or e-mail. A respondent's e-mail address is available but may not be retained in the survey data set to protect confidentiality.</p>								
PHS-20-12	<p>Public Health and Community Services Research and Assessment Secondary Health Data - Electronic Files</p> <p>This series is made up of sets of electronic data that the Minneapolis Health and Family Support Department receives from others. The data is used for a purpose other than the original purpose. Generally speaking, MHFS uses secondary data to analyze and monitor the health of the population in general, prevent/control injury or control disease. Secondary data may also be used to produce research briefs, research reports or to assist in the evaluation of programs. Secondary data comes from a variety of sources including the federal government, Minnesota Department of Health and from Hennepin County.</p> <p>Records may include: Vital Records, Sexually Transmitted</p>	HLTH18	ACT+6	ACT+6	ACT+6	MAX3	RESEARCH	PRIVATE/CONFIDENTIAL MS13.384 MS13.3805 MS13.46 MS144.225	Active ceases after need for data ends, completion of the project or creation of a final report which utilizes the data - whichever applies or occurs later.

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	<p>Infections Database, MN Student survey, MDH Insurance data, MN Lead Data, SHAPE data</p> <p>PHS-20-14 Public Health and Community Services Research and Assessment Secondary Health Data - Archived Data Reports</p> <p>Secondary Data Reports is made up of older secondary data that has been output to printed reports. The older secondary data may no longer be applicable and some of the data may be able to be recreated by contacting the original source/steward of the data.</p> <p>Records may include: Census records, birth records, death records, communicable disease records</p>	HLTH18	ACT+6	ACT+6	ACT+6	MAX3	RESEARCH	PRIVATE CONFIDENTIAL MS13.384 MS13.3805 MS13.46 MS144.225	Active ceases after need for data ends, completion of the project or creation of a final report which utilizes the data - whichever applies or occurs later.
	<p>PHS-20-16 Public Health and Community Services Research and Assessment Statistical Analysis Syntax File</p> <p>The purpose of the series is to document the algorithms that define how data is analyzed. Using SPSS and SAS syntax, selected datasets can be defined, manipulated, analyzed, saved and may be output for reporting purposes.</p> <p>Records may include: SPSS syntax file, SAS syntax file, Output files</p>	HLTH06	10	10	10	MAX3	RESEARCH	PUBLIC	
	<p>PHS-20-18 Public Health and Community Services Research and Assessment Data Reports</p> <p>Generally speaking, research data reports are interim reports or reports that are ad-hoc in nature and are created to answer a single question or to respond to an inquiry. The reports are informal, not disseminated and used for preliminary data analysis. The reports may be later incorporated into a final/formal report. This series documents the data output reports that are generated for statistical analysis on a variety of topics. The reports are generated from data in a database that are created during analysis and reporting activities.</p> <p>Copies of the research data reports may also be found in the grant, contract or program manager project files.</p>	HLTH15	5	5	5	MAX1	RESEARCH	PUBLIC	

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	Records may include: Data from secondary SPSS databases, data from chart audit forms, draft output reports, graphs generated from selected data, fact sheets, excel spreadsheets, memos								
PHS-20-20	<p>Public Health and Community Services Research and Assessment</p> <p>Research Reports and Research Briefs*</p> <p>This series documents the reports and briefs compiled from research data as a result of a project, initiative or collaboration. If the research and assessment activity results in a research report or brief that is produced to satisfy the requirements for another party (a contract manager, program manager, outside party), the official record of the research report or research brief may also be maintained in the contract manager or program manager file.</p> <p>Following completion of major research or a project where a formal and potentially historically significant report or publication is produced, the contract manager or the principal investigator must forward one copy of the report of publication to the department records coordinator for cataloging and to satisfy long-term retention requirements.</p> <p>Use Public Health Reports and Publications (PHS-10-10) to schedule the long term retention and maintenance of <i>major</i> reports.</p>	HLTH18	ACT+6	ACT+6	ACT+6	MAX3	RESEARCH	PUBLIC	<p>Use Public Health Reports and Publications (PHS-10-10) to schedule the long term retention and maintenance of major reports.</p> <p>Active ceases after project completion, submittal of the final expenditure report or audit - whichever occurs later.</p>
PHS-20-22	<p>Public Health and Community Services Research and Assessment</p> <p>Research Project Files</p> <p>The purpose of this series is to manage the official file of research projects. Other record series in this section of the schedule identify series that can be used to "break" the research project file into discrete administrative/management categories. The retention of the entire file (one record series) versus parts (multiple record series) is the same.</p> <p>The principal investigator of the project is responsible for</p>	BUS130 GVCON5	ACT+6	ACT+6	ACT+6	MAX3	RESEARCH	PUBLIC	<p>Active ceases after project completion, submittal of the final expenditure report or audit - whichever occurs later.</p>

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	<p>ensuring that records accurately document the required deliverables specified by the funding source/contract. Project requirements may include; specifications for design, implementation, reporting of findings and the creation of final reports.</p> <p>Typical records that are generated from research project files may include but are not limited to:</p> <p>Project establishment records Documentation of research aims and objectives Documentation of the research design, methods and tools Documentation that addresses legal, compliance and ethical issues relevant to a project Project funding discussion Project Budgeting Documentation related to obtaining necessary approvals Testing and data analysis Reporting and outreach and communication Project conference, seminar and workshops Project performance monitoring (progress reporting) Project reporting (to the department, council and other interested parties) Correspondence</p> <p>Following completion of major research or a project where a formal report or publication is produced, the contract manager or the principal investigator must forward one copy of the report of publication to the department records coordinator for cataloging and long-term maintenance.</p> <p>The General Retention Schedule covers certain accounting documents and may include Accounts Payable (FNN-10) documents, Cash and Revenue/Accounts Receivable (FNN-20) documents, Council Authorizations and Approvals (ADM-20) documents and Public Health Contracts and Agreements (PHS-30).</p> <p>An example of more recent research projects includes: Robert Woods Johnson Foundation Projects, SHAPE, African American Mental Health Project, Male Reproductive Health Project, StairStep/Eliminating Health Disparities Initiative</p>								

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	Records may include: test control listings, research/activity reports, copy of final research report/findings, flowcharts, test logs, contract reporting requirements, aggregate or summary data reports								
PHS-20-24	Public Health and Community Services Research and Assessment Research and Assessment Financial Oversight	ACC300 GVCON5	ACT+6	ACT+6	ACT+6	MAX3	RESEARCH	PUBLIC	Active ceases after project completion, submittal of the final expenditure report or audit - whichever occurs later.
	Records in this series are used to manage the overall project budget and contain funding information for a project or selected project components. Research and Assessment activities and projects may be funded through a variety of funding sources. Records may also be used to track program expenses for use in reporting current budget status and for the preparation of future budgets.								
	Note: A portion of this information may also be found in the Grants and Contracts - Contract Manager Files (PHS-30-18) which covers the financial records related to management of a contract								

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PHS-30	<p>Public Health and Community Services</p> <p>Grant and Contract Management</p> <p>Section Overview</p> <p>The records in this section of the schedule address the records associated with the seeking/securing of grant funds and the records associated with the process of granting of contracts to others. The section also documents records associated with managing contracts and associated compliance monitoring/reporting. The section also addresses records associated with the Contract Manager file if records are maintained as one unit (PHS-30-18).</p> <p>The section contains series that document the seeking and securing of funds and span the activities related to proposal development, the application process and the acceptance of funds by the City/department. The series also document the management of the revenue contract (most often a grant or gift) including the activities related to reporting for compliance.</p> <p>The section also contains series that describe and identify the retention of records associated with the granting/distribution of funds (payable contracts) to others and the management of the contracts and associated monitoring, compliance and reporting of contract progress and deliverables.</p> <p>Use PHS-40 Projects, Initiatives and Collaborations or PHS-60 Direct Services Programs for the records associated with the administration/management of projects, initiatives, collaborations and programs.</p> <p>SPECIAL NOTE: Federal guidelines recommend that financial records, supporting documents, statistical records and other records pertinent to grant programs be retained for three years. This schedule requires that most grant records be retained for 6 years after project completion. The retention period starts from the date of submission of the final expenditure report or, for grants that are renewed annually, from the date of submission of the annual financial status report, with the following qualifications and exceptions:</p> <ol style="list-style-type: none"> 1. If litigation or audit is begun before the expiration of the retention period, the records shall be retained until all litigation or audit findings have been resolved. 2. Records for non-expendable property acquired with grant funds 								

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	<p>shall be retained for ten years after final disposition.</p> <p>3. Grantees are permitted to substitute microform copies in lieu of original records.</p> <p>4. The retention period relating to grants from the Environmental Protection Agency may differ from the above requirements and specific requirements for the agency should be researched prior to record destruction.</p>								
PHS-30-02	<p>Public Health and Community Services Grant and Contract Management Grant Proposals, Funding Applications and Acceptance</p> <p>This series documents the records created to document the activities associated with a department seeking funds (grants and other funds) from others. The records specifically document the grant and other funding proposal development process, submittal of the proposal, notification of proposal acceptance, and related approvals.</p> <p>Some proposals may provide valuable information that can be used to, rewrite or reapply for grants in the future.</p> <p>Records may include: Discussion notes, lists of potential topics, sample grant proposals from outside agencies, related correspondence, final proposals, related documentation and correspondence, council action, grant acceptance, grant requirements</p>	GVCON1 GVCON5	ACT+6	ACT+6	ACT+6	MAX3	DEPARTMENT	PUBLIC	Active ceases after fulfillment of all terms of the agreement or contract, whichever is later provided that a final audit has been completed and the agreement no longer has a binding effect.
PHS-30-04	<p>Public Health and Community Services Grant and Contract Management Grant Proposals, Funding Applications - Unfunded*</p> <p>This series documents grant proposals and other funding applications developed by City staff but have not been funded. Specific proposals may provide valuable background and information that can be used to rewrite or reapply for grants or for other funding in the future.</p> <p>Records may include: Demographic data, supporting statistics, draft proposals and revisions, final proposals, related documentation and correspondence, grant requirements</p>	BUS130	6	6	6	MAX3	DEPARTMENT	PUBLIC	

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PHS-30-06	<p>Public Health and Community Services Grant and Contract Management Revenue Grants and Contracts - Department Management*</p> <p>The purpose of the series is to provide a central department management file of the detail necessary to provide oversight to the revenue grants (contracts) and other agreements for funds received by the department. The series provides the means to manage the "official" documents associated with the management of the revenue contract, changes to the contract and those documents that are essential to documenting the closeout and reporting activity processes.</p> <p>The official record of the revenue contract is maintained in Finance. The department management file may contain additional reporting information, closeout documents and related communication not found in the record maintained by Finance.</p> <p>Use the Legal Section of the General Schedule (LEU-70) for retention of the official contract records.</p> <p>Records may include: copies of revenue contracts, copies of master contracts, contract amendments, reports to funders, council actions, funding confirmation letters, other official correspondence related to the contract, grant requirements, contract requirements</p>	GVCON1 GVCON5	ACT+6	ACT+6	ACT+6	MAX3	DEPARTMENT	PUBLIC	Active ceases after fulfillment of all terms of the agreement or contract, whichever is later provided that a final audit has been completed and the agreement no longer has a binding effect.
PHS-30-08	<p>Public Health and Community Services Grant and Contract Management Payable Contracts/Accepted Proposals - Department Official File*</p> <p>The purpose of the series is to provide department management with the <i>management</i> detail necessary for the oversight of the granting of payable contracts, grants and other agreements by the department. The records document the essential records associated with the development distribution, review and scoring of responses to the department RFP. The records also document the activities related to the selection and granting of a payables (expenditure) contract for professional services, general services, inter-governmental services/agreements and memorandums of understanding.</p>	GVCON1 GVCON5	ACT+6	ACT+6	ACT+6	MAX3	DEPARTMENT	PUBLIC	Active ceases after fulfillment of all terms of the agreement or contract, whichever is later provided that a final audit has been completed and the agreement no longer has a binding effect.

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	<p>Departments may also manage master contracts. A master contract is a multi-year contract with no set dollar amount, in which FAN's (Fund Availability Notice) are issued to an agency detailing services, performance period, funding amount and performance requirements, all based on the department receiving certain grant funds.</p> <p>The official record of the payable contract is maintained in Finance. The department management file may contain additional reporting information, closeout documents and related communication not found in the record maintained by Finance.</p> <p>Use the Legal Section of the General Schedule (LEG-70) for retention of the official contract records.</p> <p>Records may include: request for proposal, response to RFP from accepted vendor, affirmative action plan, copy of executed (master) contract, contractor/agency annual report, fund availability notices, request to council, council action, contract reports, amendments, certificate of liability insurance</p>								
PHS-30-09	<p>Public Health and Community Services Grant and Contract Management Request for Proposals - Not Accepted</p> <p>The purpose of the series is to manage the records associated with vendor responses to a department request for proposal that are not accepted. The records may also document the Request for Proposal process, notification information, response information, reviewer comments and scoring.</p> <p>Records may include: Request for Proposal, reviewer comments, scoring information, perspective vendor listings, vendor communications</p>	CON000	ACT+6	ACT+6	ACT+6	MAX3	DEPARTMENT	PUBLIC	Active ceases after the project/contract is completed.

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PHS-30-10	<p>Public Health and Community Services Grant and Contract Management Grants and Contracts - Accounts Receivable - Cross Reference*</p> <p>This series documents the accounts receivable records associated with grants and contracts. The records provide the detail necessary to document the accounts receivable process and may include the request for funds, documents associated with the acceptance of funds and documents associated with the receipt of funds. Many of these records may be copies of the official records that are submitted to the Finance Department for receipting and management and include details and back-up documentation that may be necessary for audit and compliance purposes.</p> <p>Use the Finance Section of the General Schedule for the retention of official accounting records (FNN-10 for Accounts Payable and FNN-20 Cash and Revenue/Accounts Receivable).</p>	USE SERIES CODE FNN-20-12							Use the General Retention Schedule - Finance - Cash and Revenue - Revenue Detail Records (Department Processing) for retention.
PHS-30-12	<p>Public Health and Community Services Grant and Contract Management Grants and Contracts - Accounts Payable - Cross Reference*</p> <p>The records provide the detail necessary to document the accounts payable process associated with grants and contracts. The records provide the detail necessary to document the payables process and may include information related to the processing of invoices, detail to the invoices, budget reconciliation, information related to FISCOL coding, etc. Many of these records may be copies of official records that are submitted to the Finance Department for processing and payment but may contain the details and back-up documentation that may be necessary for audit and compliance purposes.</p> <p>Use the Finance Section of the General Schedule for the retention of official accounting records. Use Accounts Payable Section (FNN-10) and Cash and Revenue/AccountsReceivable (FNN-20).</p>	USE SERIES CODE FNN-10-04							Use the General Retention Schedule - Accounts Payable - Payment Detail Records (Department Processing) for retention.

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PHS-30-14	<p>Public Health and Community Services Grant and Contract Management Contract Monitoring/Reporting*</p> <p>Records that pertain to monitoring the progress and status of grants and contracts; reporting on expenditures; and reporting activities and accomplishments of the department, grant recipient, sub-recipients and/or contractors; documentation of site visits, etc. Information about monitoring and reporting activities may be directed to the City Council, various boards and committees, partners or collaborators and to the funding source. Monitoring and reporting activities may be required by law, by the funding source or by a contract or agreement. Generally speaking, the funding source/grantor dictates frequency and content of the reports required.</p> <p>Following completion of <i>major research</i> or a project where a <i>formal report or publication</i> is produced, the contract manager or the principal investigator must forward one copy of the report of publication to the department records coordinator for cataloging and long-term maintenance. Use Public Health Reports and Publications (PHS-10-10) to schedule the long term retention and maintenance of major reports.</p> <p>Records may include: statistical reports including general service statistics, activity and progress reports, expenditure reports, final financial report, financial closeout information, final report, site visit notes and other documentation, progress reports</p>	CON010	ACT+3	ACT+6	ACT+6	MAX3	CONTRACT MANAGER, PROGRAM MANAGER	PUBLIC	Active ceases after fulfillment of all terms of the agreement or contract, whichever is later provided that a final audit has been completed and the agreement no longer has a binding effect.
PHS-30-16	<p>Public Health and Community Services Grant and Contract Management Grant and Contract Audits*</p> <p>Records produced as a grantee or grantor to support an audit or financial review of grants, grant related funds or special projects.</p> <p>Use the General Retention Schedule - Finance Section - Grant Audits (FNN-50-10) for retention of grant audits.</p> <p>Records may include: audits or financial view reports, financial statements, management letter, supporting documentation, post audit correspondence</p>	USE SERIES CODE FNN-50-10							Use the General Retention Schedule - Finance Section - Grant Audits (FNN-50-10) for retention.

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PHS-30-18	Public Health and Community Services Grant and Contract Management Contract Manager Files	GVCON5	ACT+6	ACT+6	ACT+6	MAX3	DEPARTMENT	PUBLIC/PRIVATE MS13.384 MS13.3805 MS13.46	Active ceases after fulfillment of all terms of the agreement or contract, whichever is later provided that a final audit has been completed and the agreement no longer has a binding effect.
	<p>This series is a unique compilation of <i>financial records</i> maintained by a grant manager/contract manager. The purpose of this series is to document all phases of the financial and legal administration of grants and contracts, from the receipt of funds to the negotiation and granting of sub-recipient contracts and the final performance report. The records also document the monitoring of services to ensure that the services/deliverables meet the requirements of contracts and agreements.</p> <p>This series has been established to account for the Grant manager/contract manager who may have combined all financial and contractual records associated with contract management into a single file. Other record series in this section of the schedule identify series that can be used to "break" the contract manager file into discrete financial categories. The retention for the entire file (one record series) versus parts (multiple record series) is the same.</p> <p>The contract manager records document the business activities associated with contract management. The records may include (but are not limited to) the following:</p> <ul style="list-style-type: none"> Grant proposal (copy) grant acceptances (copy) revenue contract (copy) request for proposal for services (copy) payables contract(s) (copy) accounting records (copy) monitoring and reporting documents grant and contract audit (copy) <p>Note to Contract Managers: Following completion of major research or a project where a formal report or publication is produced, the contract manager or the principal investigator must forward one copy of the report of publication to the department records coordinator for cataloging and long-term maintenance. Use Public Health Reports and Publications (PHS-10-10) to schedule the long term retention and maintenance of major reports.</p>								

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	<p>For Public Health Project, Initiative and Collaboration records use PHS-40. For Research and Assessment Project records use PHS-20.</p> <p>Retention of this series is compatible with the records may be duplicated and managed as separate record series in the following: Accounts Payable (FNN-10), Cash and Revenue/Accounts Receivable (FNN-20); Contracts and Agreements (LEU-70) and Council Authorizations and Approvals (ADM-20) for retention of official records.</p> <p>Records may include: Negotiation issues documentation, letters of understanding, agreements, copies of contracts and amendments, terms and conditions, budget proposals, related correspondence, copy of certificate of liability insurance, grant setups in FISCOL, drawdown requests, cash receipts, financial and other monitoring reports, grant accounting detail records, contract requirements and regulations, Council Actions, budget information</p>								
PHS-30-20	<p>Public Health and Community Services Grant and Contract Management Contract Tracking Log Items</p> <p>Contract tracking logs are created and used for the administrative management of contracts that may be managed within a department. The log may be a spreadsheet that itemizes expenditure and/or revenue contracts and miscellaneous items that may require Council approval. The log may itemize the contract number (issued by Contract Management), contract/vendor name, description of service or request, performance period, funding amount, contract manager and funding source. The log may also itemize activities and dates that signatures are received, council actions approved, and notes. Paper copies of the itemized contract tracking logs are equivalent to a copy and can be destroyed when administrative need ends. Items on the electronic log should be deleted according to the retention indicated for this series.</p> <p>Records may include: spreadsheet, reports, other notes/lists</p>	ACC300	NONE	ACT+3	ACT+3	MAX1	DEPARTMENT	PUBLIC	Active ceases after contract completion.

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PHS-30-22	<p>Public Health and Community Services Grant and Contract Management Liability Insurance Tracking</p> <p>A Certificate of Liability Insurance is required from agency(s) and consultants that contract with the City. Certifications are a necessary piece of information for contract execution and are retained by Contract Management if they accompany the contract. Departments may maintain copies of the certificate of liability insurance as a separate series to ensure/track proper and continuous coverage throughout the performance period of the contract. If a log is created to track the certificates and expiration of the certificates, paper copies of the liability certificates can be destroyed when administrative need ends. Items on the electronic log should be deleted according to the retention indicated for this series.</p> <p>Use the Legal Section of the General Schedule (LEU-70) for retention of official contract records.</p>	ACC300	NONE	ACT+3	ACT+3	MAX1	DEPARTMENT	PUBLIC	Active ceases after completion of the contract and/or after audit - whichever occurs later.
PHS-30-24	<p>Public Health and Community Services Grant and Contract Management Grant/Contract Procedure Manual</p> <p>Procedures used by contract managers to provide standardized directions and guides and for use as a reference tool to administer and manage contracts. Records may include: City Contract Manual, roles & responsibilities, contract checklist, sample required insurance forms, auditing and monitoring information</p>	BUS150	ACT+10	ACT+10	ACT+10	MAX3	DEPARTMENT	PUBLIC	Active ceases after policy is no longer used or is eliminated or replaced.

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PHS-40	<p>Public Health and Community Services Projects, Initiatives and Collaborations Section Overview</p> <p>Records in this section of the schedule document the administrative activities involved in the department management of public health and community support projects, initiatives and collaborations. The records document the administrative and management activities associated with the delivery of Health Promotion Projects, Special/Community Initiatives and Policy and Public Health Initiatives that focus on the identification and elimination of gaps in the quality and accessibility of health care services.</p> <p>Specific Projects, Initiatives and Collaborations may vary from year to year or span several years, but the types of records created during the management/involvement with the project will be similar. Records may be created to document a broad range of activities including: involvement with committee and board activities specific to the project; operation and oversight of the project including monitoring and tracking of progress; managing project staff; managing budgets; managing project data, producing reports; attending or conducting trainings, ensuring compliance with City and department policy and procedures and ensuring compliance with conditions of any licensing or registrations that may be required; etc.</p> <p>Use the Grant and Contract Management subsection of the schedule (PHS-30) to schedule financial records related to grant proposals, applications, revenue contracts, payable contracts, tracking logs, insurance, contract monitoring and reporting, etc.</p> <p>Use Public Health Direct Services Programs subsection of the schedule (PHS-60) for records related to the direct delivery of programs/services by the Department.</p>								
PHS-40-02	<p>Public Health and Community Services Projects, Initiatives and Collaborations Project Establishment*</p> <p>This series contains records that document the design of projects, initiatives and collaborations that may or may not be implemented. Activities involved with project development may include: researching, developing, capturing and documenting ideas for projects; defining needs and objectives; identifying and addressing legal, compliance and ethical issues that may impact a project, determining requirements for project resources; preparing formal project proposals and</p>	BUS131	ACT+3	ACT+3	ACT+3	MAX1		PUBLIC	Active ceases when project/planning is complete

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	obtaining approvals and funding for proposed projects.								
	Use Grant and Contract Management - Grant Proposals, Funding Applications and Acceptance (PHS-30-02) if grant funding is used.								
PHS-40-04	Public Health and Community Services Projects, Initiatives and Collaborations Project Reports	BUS131	ACT+3	ACT+3	ACT+3	MAX1	DEPARTMENT	PUBLIC	Active ceases after the contract is complete.
	Records and documents that pertain to the monitoring and reporting of on-going activities and accomplishments related to a project. The reports may be directed to City Council, various boards and committees, partners or collaborators, etc. Copies of some project reports may also be maintained by Research and Assessment.								
	Following completion of major research or a project where a formal report or publication is produced, the contract manager or the principal investigator must forward one copy of the report of publication to the department records coordinator for cataloging and long-term maintenance. Use Public Health Reports and Publications (PHS-10-10) to schedule the long term retention and maintenance of major reports.								
PHS-40-06	Public Health and Community Services Projects, Initiatives and Collaborations Project Financial Oversight	ACC300	ACT+3	ACT+3	ACT+3	MAX1	DEPARTMENT	PUBLIC/PRIVATE MS13.384 MS13.3805 MS13.46	Active ceases after completion of the yearly audit or financial report whichever is later.
	Records in this series are used to manage the overall project budget and contains funding information for the project and project components. Projects may be funded through a variety of sources. This series has been established to provide financial oversight of the entire project. Records may also be used to track project expenses for use in reporting current budget status and for the preparation of future budgets. A portion of this information may also be found in the Grants and Contracts - Contract Manager Files (PHS-30-18) which covers the financial records related to management of a contract.								
	<i>Accounting records associated with contracts are often</i>								

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	<i>maintained in the Grants and Contracts - Contract Manager Files (PHS-30-18). The original invoices are submitted to the Finance Department for payment or receipting in of funds. See also Accounts Payable (FNN-10) and Cash and Revenue/Accounts Receivable (FNN-20) for financial records records.</i>								
PHS-40-08	Public Health and Community Services Projects, Initiatives and Collaborations Project Performance Monitoring*	BUS130	3	3	3	MAX1	DEPARTMENT	PUBLIC	If grant funds/contracts require performance monitoring, use Contract Monitoring/Reporting (PHS-30-14) for retention.
	The activities involved in managing a project progress against project plans and deliverables. Activities include reviewing deliverables, measuring, monitoring and analyzing performance; and reporting on project milestones and status to internal and external stakeholders.								
PHS-40-10	Public Health and Community Services Projects, Initiatives and Collaborations Project Management/Project Administration*	GVCON1 GVCON5	ACT+6	ACT+6	ACT+6	MAX3	DEPARTMENT	PUBLIC/PRIVATE MS13.384 MS13.3805 MS13.46	Active ceases after fulfillment of all terms of the agreement or contract, whichever is later provided that a yearly or final audit has been completed and the agreement no longer has a binding affect.
	This series is a unique compilation of records maintained by a project manager responsible for a specific project, initiative, and/or collaboration. The purpose of this series is to document all phases of the management of the project that are administrative in nature (non-financial). For the retention of financial records associated with a grant or contract use the Grant and Contract Management Section - Contract Manager Files (PHS-30-18).								
	This series has been established to account for the project manager who may have combined project administrative/management records into a single file. The series has also been established to address the older records of the department (legacy records) where project management records are combined. Other record series in this section of the schedule identify series that can be used to "break" the project manager file into discrete administrative/management categories. The retention of the entire file (one record series) versus parts (multiple record series) is the same.								
	Typical records that are generated from project management								

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	<p>activities include:</p> <p>Project establishment records</p> <p>Miscellaneous financial records (if not funded by a grant or contract)</p> <p>Management of project budget (copies may also be maintained in the contract manager file)</p> <p>Project service statistics</p> <p>Project conference, seminar and workshops</p> <p>Project performance monitoring (progress reporting)</p> <p>Project reporting (to the department, council and other interested parties)</p> <p>Correspondence</p> <p>General subject files</p> <p>Management of project staff</p> <p>Committee agendas, meeting minutes and notes</p> <p>Use the Grant and Contract Management section of the schedule (PHS-30) for financial records related to grants.</p>								
PHS-40-12	<p>Public Health and Community Services Projects, Initiatives and Collaborations Project Subject/Resource Records*</p> <p>Records in this series document the subject files that may be created during the course of a project.</p> <p>Records may include: Selected meeting minutes, discussion notes, ratings and surveys, informational reports, related correspondence</p>	USE SERIES CODE ADM-30-08							Use the General Administrative Schedule - General Administrative Records - Correspondence-General/Subject Files -Routine Department Program Records (ADM-30-08) for retention requirements.
PHS-40-14	<p>Public Health and Community Services Projects, Initiatives and Collaborations Project Training, Seminar and Workshop Records - Project Sponsor*</p> <p>Records associated with the activities of planning, arranging, administering, and holding/executing meetings, seminars, workshops and/or conferences delivered as a part of project, initiative or collaboration or to meet the requirements of a program.</p> <p>Use HRS-60 to document staff attendance to City sponsored</p>	BUS131	ACT+3	ACT+3	ACT+3	MAX1	DEPARTMENT	PUBLIC	Active ceases after completion or submittal of compliance report.

Event Codes:

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	required training or training required for licensure or continuing certification.								
PHS-40-16	Public Health and Community Services Projects, Initiatives and Collaborations Project Participation Records*	BUS140	3	3	3	MAX1	DEPARTMENT	PUBLIC	
	Project participation records are created as a result of staff participation in projects, initiatives and collaborations. Staff participates and manages records that document the activities, recommendations, final reports, etc. associated with projects managed by other departments, government entities and partners where staff is not responsible for meeting the monitoring, reporting and compliance requirements dictated by the funding source or project sponsor. Activities may include: attending meetings and trainings; monitoring and review of project progress; reviewing and or providing project data and records; managing participant copy of project records; producing internal updates for City review and assisting with the production of reports for project stakeholders, etc.								
	Records may include: meeting agendas and minutes, copies of reports, copies of presentations, copies of data summaries, copies of training handouts, project background documentation								
PHS-40-18	Public Health and Community Services Projects, Initiatives and Collaborations Short-Term, One-Time Initiatives and Projects	BUS131	ACT+3	ACT+3	ACT+3	MAX1		PUBLIC/PRIVATE	Active ceases when project/planning is complete.
	The purpose of this series is to document the activities, findings, outputs and reports of short-term, one-time initiatives or projects. The short-term one-time initiatives and projects include a wide variety of topic areas including: dental health, unlawful detainers, bathhouses, health care access, children's mental health, employment and training policy initiatives, etc.							MS13.384 MS13.3805 MS13.46	
	Records may include: Policy briefs, meeting agendas and notes, drafts reports, final reports								

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PHS-50	<p>Public Health and Community Services Program Medical Records Section Overview</p> <p>The records in this section of the schedule document the patient files/case files of adults, children and families. The section also includes patient files generated as part of the School Based Clinic Program. The patient files/case files are generated as a result of services that are provided through the delivery of services through current or previous programs. The section includes a wide variety of records that document patient eligibility, medical charts and notes, prescriptions, etc. The section also includes related records that document administrative/operational records associated with the delivery of medical services.</p>								
PHS-50-02	<p>Public Health and Community Services Program Medical Records Medical Records/Patient Files</p> <p>Medical records created to document the delivery of medical services and referrals. The records document the services provided (through contracts and through the delivery of services for current or previous programs delivered or managed the Minneapolis Health and Family Support Department). The records include a wide variety of records that document patient eligibility, medical charts and notes, health history, growth charts, evaluations, prescriptions, referrals, lab results, immunizations, treatments, plan of care, visiting reports, demographic information, etc.</p> <p>The medical records span a broad range of programs that cover the following major areas:</p> <ul style="list-style-type: none"> Adult Health Child Health Family Health (1) Family Planning (2) Maternal Health (3) Sexually Transmitted Diseases (4) HIV/AIDS (5) Communicable Diseases Dental Records <p>(1) If several family members are located in the same file,</p>	HLTH03 HLTH04	ACT+ 6	ACT+6	ACT+ 6	MAX3	CLINIC or DEPARTMENT	PRIVATE MS13.384 MS13.3805 MS13.46 MS144.335	Active ceases (1) at the end of the year of the last date of service or (2) at the end of the year that a patient reaches the age of majority (age 18) - whichever occurs later or (3) at the end of the effective life of the IUD or (4) when a surgical implant is exhausted. See specifics for HIV/AIDS in (5) under the Series Description.

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	<p>retention is based upon age of youngest family member.</p> <p>(2) (a) Title XX records should be kept 6 years past the date of the services or the Age of Majority (18) plus 6 years. (b) The retention period of records that show use of an IUD will begin to run at the end of the effective life of the IUD. (c) The retention period of records that show the surgical implantation of contraceptives will begin to run when the contraceptive is exhausted.</p> <p>(3) All maternal health records must be retained for 6 years past the last date of service or until the age of majority (18) whichever occurs later.</p> <p>(4) Sexually transmitted medical records must be kept 6 years past the last date of service or until the patient age of majority (18) whichever occurs later.</p> <p>(5) (a) Prevention counseling notes, risk reduction plans and case management records compiled on HIV positive adult clients must be maintained for 6 years past the last date of service or patient death, if known. For HIV positive children, the records must be kept for 6 years after the child reaches the age of majority.</p> <p>(b) HIV-AIDS disease intervention records, including investigations, interviews and disease intervention case management notes must be kept for 6 years past the last date of service or 6 years after the patient age of majority (18) whichever occurs later.</p> <p>(c) HIV positive confidential test results including serology and medical records must be maintained for 6 years after the patient death if known or 25 years from the last date of service.</p>								
PHS-50-04	<p>Public Health and Community Services</p> <p>Program Medical Records</p> <p>Patient Files - School Based Clinic</p> <p>This series contains the records associated with patient charts from the School Based Clinic Program. The patient charts contain private health information as documentation of clinic visits, lab results, treatments, plan of care, immunizations, etc.</p>	HLTH03 HLTH04	ACT+6	ACT+6	ACT+6	MAX3	CLINIC or DEPARTMENT	PRIVATE/ CONFIDENTIAL MS13.384 MS13.3805 MS13.46 MS13.32 MS144.335	Active ceases at the end of the year of the last date of service or at the end of the year that a patient reaches the age of majority (age 18) - whichever occurs later.
	Records may include: Clinic charts, School Based Clinics database (partial record), lab results, treatment or referral								

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	information, patient contact data, nurses notes, medications, physicians ' orders and notes								
PHS-50-06	Public Health and Community Services Program Medical Records Case Files - Visiting Nurse/Home Health Care	HLTH03 HLTH04	ACT+6	ACT+6	ACT+6	MAX3	AGENCY or DEPARTMENT	PRIVATE MS13.384 MS13.3805 MS13.46	Active ceases at the end of the year of the last date of service or at the end of the year that a patient reaches the age of majority (18 years) - whichever occurs later.
	The Home Health Care Case files contain forms and documentation that identify names, addresses and patient/code numbers to identify each case. The records may contain information about the family, referral source, nursing assessment, plan of care, medical orders, nursing notes, pertinent financial data, billing forms, home health aide assignment sheets/notes of service, reports of visits to referral, etc.								
	Note: If several family members are located in the same file, retention is based upon age of youngest family member.								
PHS-50-08	Public Health and Community Services Program Medical Records Case Files - Medical Component - General*	HLTH03 HLTH04	ACT+6	ACT+6	ACT+6	MAX3	CLINIC, AGENCY OR DEPARTMENT	PRIVATE MS13.384 MS13.3805 MS13.46 MS144.335	Active ceases at the end of the year of the last date of service or at the end of the year that a patient reaches the age of majority (18 years) - whichever occurs later.
	The purpose of this series is to manage program case records (that contain patient information) that are not identified elsewhere in the schedule. The records in the series include information regarding a client or patient. The records are identified by a client/patient/family name or client/patient number. Records can include referrals, nursing narrative describing/documenting the services provided, baseline data, demographics, immigrant cards, applications, release forms, requests for services, plan of care, pertinent financial data, billing forms, etc.								
	An example of programs case file that contain a medical component are the case files created/maintained by the New Families Center.								
	Note: If several family members are located in the same file, recommendation is based upon age of youngest family member.								

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PHS-50-10	Public Health and Community Services Program Medical Records Screenings, Diagnosis, Treatment*	HLTH03 HLTH04	ACT+6	ACT+6	ACT+6	MAX3	CLINIC, AGENCY OR DEPARTMENT	PRIVATE MS13.384 MS13.3805 MS13.46	Active ceases at the end of the year of the last date of service or at the end of the year that a patient reaches the age of majority (18 years) - whichever occurs later.
	The records in the series include client identification data, family history, referrals, narratives, describing/documenting the screening/services provided, baseline data, background data, authorization for screening, lists of services requested or received, billing information for medical services, diagnosis or treatment made, offered or received and subsequent follow-up results.								
	Screening may include but are not limited to: Health Risk Appraisals Blood Pressure Screening Diabetic Screening Vision and Hearing Screening Other screenings								
PHS-50-12	Public Health and Community Services Program Medical Records Patient (Case) Indexes*	HLTH20	PERM	PERM	PERM	MAX3	DEPARTMENT	PRIVATE MS13.384 MS13.3805 MS13.46	
	Records created as a summary to assist with locating patient information and patient file. The index information may include the patient name, birth dates of clients, last known address of family head, patient case id number, programs, types of services received, date and reason of closing, etc. The index is usually an extract of the primary database and contains no health information.								
	Records may include: Computer listings, index cards, patient database								

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PHS-50-14	Public Health and Community Services Program Medical Records Encounter Forms The records in this series provide information about each patient visit and provide the detail for billing. The forms are input into a database that may provide backup to the official (paper) patient file and are used for billing. Information from the forms is also used to create data/statistical reports that are used for planning and reporting purposes. For School Based Clinics, the information is output HCFAA1500 forms for HMO billing. Records may include: Encounter forms from each visit	USE SERIES CODE FNN-20-03					PRIVATE MS13.384 MS13.3805 MS13.46	Use the Financial Section of the Schedule - Receivable Invoices - Medical Billing (FNN-20-03) to schedule the billing records/forms submitted to HMO's and outside parties for patient provided services.	
PHS-50-16	Public Health and Community Services Program Medical Records Patient/Clinic Registration Forms The registration forms are used to enter patient demographic information into a new chart and to develop new patient entry into the patient database(s). Records may include: Registration forms, insurance information forms	HLTH13	6	6	6	MAX3	CLINIC, AGENCY OR DEPARTMENT PRIVATE MS13.384 MS13.3805 MS13.46		
PHS-50-18	Public Health and Community Services Program Medical Records Immunizations - Completed Forms (before 06/01/1998) Vaccine administration forms contain patient information regarding immunizations administered to patients, students or the general public. A <i>complete</i> record of the immunization is maintained on the administration form only and has not been entered into a MHFS database (SBC database) or the Immulink Registry. Most of these records are legacy records that are maintained in the City Records Center. Information about immunizations administered by the School Based Clinic Program prior to June 1998 was fully collected only on paper forms. Records may include: vaccine administration forms, group immunization forms	HLTH12	ACT+10	ACT+10	ACT+10	MAX3	CLINIC OR AGENCY PRIVATE MS13.384 MS13.3805 MS13.46 MS13.32	Adults: 10 years following the end of the calendar year in which the form was signed. Minors: 10 years following the end of the calendar year in which form was signed or age of majority (whichever occurs later)	

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PHS-50-20	Public Health and Community Services Program Medical Records Immunizations - Completed Forms (06/01/1998 and After) Vaccine administration forms that contain patient information regarding immunizations administered to patients, students or the general public. Starting in June of 1998, the record of the completed vaccine administration forms are entered to the MDHFS data base and the SBC database (maintained by an outside contractor). A record of the immunization may also be maintained in the patient file or case file for the client/patient.	HLTH12	-	-	AV	MAX1		PRIVATE MS13.384 MS13.3805 MS13.46 MS13.32	Active ceases after entry and verification that the vaccination administration form was input to the database correctly and the extract to Immulink is complete.
PHS-50-22	Public Health and Community Services Program Medical Records Immunizations - Database Records (6/01/1998 and After) Starting from June of 1998, this series identifies the database records (MDHFS and SBC) that documents the details entered to the database from completed vaccine administration forms. Extracts of the data are also sent to Immulink. A "shot log" may also be created to document the shots and to document totals. A record of the immunization may also be maintained in the patient file or case file for the client/patient.	HLTH12	ACT+10	ACT+10	ACT+10	MAX3	CLINIC OR AGENCY	PRIVATE MS13.384 MS13.3805 MS13.46 MS13.32	Adults: Active ceases at the end of the calendar year in which the form was signed. Minors: Active ceases at the end of the calendar year in which the form was signed or at the end of the year that a patient reaches the age of majority (18) years.
PHS-50-24	Public Health and Community Services Program Medical Records Vaccine Report Forms Forms used for ordering or returning vaccines from State and for preparing annual reports to the State of Minnesota. Records may include: Group immunization forms, vaccine request forms, vaccine return forms, quarterly and annual reports, shipping forms	HLTH12	10	10	10	MAX3	CLINIC OR AGENCY	PUBLIC	
PHS-50-26	Public Health and Community Services Program Medical Records Prescription Copies The purpose of this series is to verify accuracy for billing and reconciliation. A copy of each prescription is also maintained in the patient file/chart. Records may include: prescription copies	HLTH05	2	2	2	MAX1	CLINIC OR AGENCY	PRIVATE MS13.384 MS13.3805 MS13.46	

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PHS-50-28	Public Health and Community Services Program Medical Records Pharmacy Dispensing - Piggyback Label Books	HLTH05	2	2	2	MAX1	CLINIC OR AGENCY	PRIVATE MS13.384 MS13.3805 MS13.46	
	<p>This is a pharmacy recordkeeping series. When a patient is dispensed an Rx drug from stock, the bottle label is exchanged for one in the piggyback label book. The documentation includes information about the drug name, lot numbers, dates and patient names. This information is also contained in the patient chart.</p> <p>Records may include: piggyback label book</p>								
PHS-50-30	Public Health and Community Services Program Medical Records Appointment Books	HLTH13	6	6	6	MAX3	CLINIC, AGENCY OR DEPARTMENT	PRIVATE MS13.384 MS13.3805 MS13.46	
	<p>The purpose of appointment books is to help the clinic manage the flow and scheduling of patients. They may also be used to verify that a patient or provider was at a clinic a certain time on a certain day. Information about the visit is also found in the patient chart but may not contain the time of the visit.</p> <p>Records may include: Date and time of appointment, practitioner seen by patient, related documentation</p>								
PHS-50-32	Public Health and Community Services Program Medical Records Patient Follow-up/Tickler Files	BUS140	3	3	3	MAX1	CLINIC OR AGENCY	PRIVATE MS13.384 MS13.3805 MS13.46	
	<p>The purpose of patient follow-up or tickler records is to provide nursing staff with ability to follow-up on patient treatments i.e. Rx refills, immunizations given as part of a series and some lab results.</p> <p>This series is similar to ADM-30-12 - Correspondence - Transitory. Prior to destruction, review data practices requirements and to ensure secure destructon.</p> <p>Records may include: RN tickler files</p>								

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PHS-50-34	Public Health and Community Services Program Medical Records Declined Services - SBC The series documents the collection of signed parental consent forms and associated clinic registration forms where no clinic appointments or visits were made. The series is used to collect the paperwork for potential registration and use of SBC services. Records may include: Signed parent consent forms, completed clinic registration forms	HLTH13	6	3	3	MAX1	CLINIC, AGENCY OR DEPARTMENT	PRIVATE MS13.384 MS13.3805 MS13.46 MS13.32	
PHS-50-36	Public Health and Community Services Program Medical Records Ineligible Client/Patient Case Files* Records in this series documents the process of determining a client or patients ineligibility to receive services from a program.	HLTH13	6	6	6	MAX3	CLINIC OR AGENCY	PRIVATE MS13.384 MS13.3805 MS13.46	
PHS-50-38	Public Health and Community Services Program Medical Records Licensure, Certification, Accreditation* The records that document the accreditation process relating to certifications to provide services, a specific department program or activities as required by federal or state statute or other body. For City of Minneapolis staff certifications use the Human Resources Section of the City General Retention Schedule- Department Personnel File - Employee Training (HRS-20-06-04) Records may include: substantive correspondence, background support materials, accrediting agency correspondence, guidelines, reports, procedures, accreditation review reports and responses	LEG100	5	5	5	MAX1	CLINIC, AGENCY OR DEPARTMENT	PUBLIC/PRIVATE MS13.384 MS13.46	
PHS-50-40	Public Health and Community Services Program Medical Records Communicable/Infectious Disease Records * The communicable disease records document the identification, investigation and reporting of communicable disease in the City. Hennepin County is currently responsible for this function.	HLTH18	10	10	10	MAX3		PRIVATE MS13.384 MS13.3805 MS13.46	Prior to destruction, contact the State Archives for selection and disposition instructions.

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	Use the Public Health Laboratory section of the schedule for STD Testing Reports (PHS-62-12). Records may include: Laboratory reports, interview notes, questionnaires, data analysis, summary reports, preventative action reports, physician notes								
PHS-50-42	Public Health and Community Services Program Medical Records Complaints and Investigations* The purpose of the records that are created and maintained in this series is to document complaints, results of investigations and any actions taken by the department. Examples of complaints and investigation records may include the complaints and investigations of food borne illnesses, communicable disease outbreaks, etc.	HLTH18	10	10	10	MAX3	DEPARTMENT	PRIVATE/ CONFIDENTIAL MS13.384 MS13.3805 MS144.335 MS13.44	Prior to destruction, contact the State Archives for selection and disposition instructions.
PHS-50-44	Public Health and Community Services Program Medical Records Vital Statistics Reports* All official public health vital records for the City of Minneapolis are maintained by Hennepin County. The department maintains copies of vital statistics that may be used for research purposes. The reports may contain detailed or summarized information.	HLTH17	ACT+6	ACT+6	ACT+6	MAX3	DEPARTMENT	PUBLIC/PRIVATE/ CONFIDENTIAL MS144.225	Active ceases after need for data ends, completion of the project or creation of a final report which utilizes the data - whichever applies or occurs later.

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PHS-60	<p>Public Health and Community Services Direct Services Programs Section Overview Records in this section of the schedule document the records associated with a wide range of activities related to the delivery of direct services that the Department of Health and Family Support provides. The services are designed to fill a unique gap in the community health delivery system. Some of the records identified in this section may address records that are no longer created by the department (legacy records) but still require scheduling.</p> <p>Examples of Health and Community Service Direct Services Programs include: Housing Services, Senior Services, School Based Clinics, Healthy Start (health education portion), New Family Center and other related Health and Community Service Direct Services Program records.</p> <p>This section of the schedule should only be used to determine retention for the records that are created/managed by the department/staff while providing/delivering direct services on behalf of the City.</p> <p>Use the Contract and Grant Management section of this schedule (PHS-30) to identify the retention of financial records associated with contracts and grant funding.</p>								
PHS-60-02	<p>Public Health and Community Services Direct Services Programs Program Establishment* Records related to the planning and development/establishment of Health and Community Services Programs. The records document the activities involved with documenting the need for the program, program design and rationale, preparation and approval of program guidelines program requirements, Council approvals, funding analysis and activities related to the seeking of funds to implement the program.</p> <p>Programs vary significantly and could include records associated with programs that are never implemented. Typical types of Health and Community Services programs include: Housing Services Program, Senior Program, etc.</p>	HLTH14	ACT+6	ACT+6	ACT+6	MAX1	DEPARTMENT	PUBLIC	Active ceases when program is complete and no longer in operation.

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	Records may include: Studies, research reports, reference materials, action plans, program guidelines, copies of applications for funding								
PHS-60-04	Public Health and Community Services Direct Services Programs Program Data Reports/Service Statistics	HLTH14 GVCON5	ACT+6	ACT+6	ACT+6	MAX3	PROGRAM MANAGER/CON TRACT MANAGER	PUBLIC/PRIVATE MS13.384 MS13.3805 MS13.46	Active ceases after year end or audit whichever applies.
	General data that is generated on a routine or ad-hoc basis that identifies the activities, program finances and program and/or clinic services provided. The reports may be used to verify the nature and scope of health services provided (or purchased). The reports may also be used to help determine staffing needs and provide information for grant and research reporting. From a program management perspective, the reports provide information for goal setting, financial planning, billing information, and provides data to address public relations issues.								
	Copies of the program data reports may also be found in the grant, contract or program manager project files.								
PHS-60-06	Public Health and Community Services Direct Services Programs Program Financial Oversight	GVCON1, GVCON5	ACT+6	ACT+6	ACT+6	MAX1	DEPARTMENT	PUBLIC/PRIVATE MS13.384 MS13.3805 MS13.46	Active ceases after yearly audit or financial report, whichever is later.
	Records in this series are used to manage the overall program budget and contain funding information for the program and the program components. Direct Service Programs may be funded through a variety of sources. This series has been established to provide financial oversight of the entire program. Records may also be used to track program expenses for use in reporting current budget status and for the preparation of future budgets. A portion of this information may also be found in the Grants and Contracts - Contract Manager Files (PHS-30-18) which covers the financial records related to management of a contract.								
	Records may include: Funding award letters, funding distribution								

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			LEGAL	USER	TOTAL				
	plan, amendments to funding, administrative budget, site budget, contract specifications								
PHS-60-08	<p>Public Health and Community Services</p> <p>Direct Services Programs</p> <p>Program Annual Reports/Performance Management</p> <p>These reports contain information about the program, outcomes and activities. The records may also document the activities involved in managing the performance of a program against the program plans. Activities include developing performance indicators and measurement mechanisms; measuring, monitoring and analyzing performance; and reporting on department performance to internal and external stakeholders.</p> <p>If program annual reports are required by a grant, use Grants and Contracts - Contract Monitoring/Reporting (PHS-30-14) for retention.</p> <p>Records may include: Semi-annual report, annual report, site reports, statistical data</p>	CON010	ACT+6	ACT+6	ACT+6	MAX3	CONTRACT MANAGER/ PROGRAM MANAGER	PUBLIC	Active ceases after the yearly audit, submittal of the performance report or annual report - whichever applies.
PHS-60-10	<p>Public Health and Community Services</p> <p>Direct Services Programs</p> <p>Program Management/Program Administration</p> <p>This series is a unique compilation of records maintained by a program manager responsible for the delivery of direct services provided by the Department of Health and Family Support. The purpose of this series is to document all phases of the management oversight of the program that are administrative in nature (non-financial, and non case related).</p> <p>This series has been established to account for the program manager who may have combined project administrative/management records into a single file. The series has also been established to address the older records of the department (legacy records) where program management records are combined. Other record series in this section of the schedule identify series that can be used to "break" the program manager file into discrete administrative/management categories. The retention of the</p>	GVCON1 GVCON5	ACT+6	ACT+6	ACT+6	MAX3	CONTRACT MANAGER/PRO GRAM MANAGER	PUBLIC/PRIVATE MS13.384 MS13.3805 MS13.46 MS13.43	Active ceases after the yearly audit, submittal of the performance report or annual report - whichever applies and is later.

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	entire file (one record series) versus parts (multiple record series) is the same.								
	Typical records that are generated from program management activities include:								
	Program development/establishment records (including historical records leading to program)								
	Program data reports/statistics								
	Program annual reports/performance management								
	Program outreach								
	Program sponsored conference, seminars and workshops								
	Training evaluations								
	Program financial oversight (administrative budgeting and miscellaneous copies of financial records)								
	Program requirements								
	Correspondence								
	General subject files								
	Management of program staff								
	Work Scheduling								
	Committee agendas, meeting minutes and notes								
	Use the Grant and Contract Management section of the schedule (PHS-30) for financial records related to grants.								
	Use the Program Medical Records section of the schedule (PHS-50) for medical records related to program operation.								
	Use the Project Management/Project Administration record series (PHS-40) for project records where the department is not providing direct services.								
	Non-medical program case files and records related to the program operation appear later in this section of the schedule.								
	Records may include: Program forms, proposals, requests for applications for program funding, City Council reports, spreadsheets, contracts and agreements (copies), budgets and financial reports, related notes and correspondence, committee agendas, meeting minutes								

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PHS-60-12	<p>Public Health and Community Services Direct Services Programs Program Subject/Resource Records Program records are created and maintained to document business and/or to and track the day to day administrative management of a program or clinic business. The records are administrative in nature and do not contain medical information.</p> <p>Use the General Administrative Schedule (ADM-30-08) - General Administrative Records - Correspondence-General/Subject Files (Routine Department Program Records) for retention requirements.</p> <p>Records may include: commodity requisitions (copies), phone lists, site lists, supply orders (copies), general clinic information</p>	USE SERIES CODE ADM-30-08						Use the General Administrative Schedule - General Administrative Records-Correspondence-General /Subject Files Routine Department Program Records (ADM-30-08) for retention requirements.	
PHS-60-14	<p>Public Health and Community Services Direct Services Programs Program Sponsored Training, Seminar and Workshops * The records in this series document the administration, planning, arrangement and execution of meetings, trainings, seminars, workshops and/or conferences delivered as a part of project, initiative or collaboration or to meet the requirements of a program.</p> <p>Records may include: planning and arrangement documents, program brochures and announcements, registration and attendance lists, reports, proceedings, summary evaluations, related correspondence</p>	USE SERIES CODE HRS-60						Use HRS-60 (different series may apply) to identify the retention of training materials and to document staff attendance to City sponsored required training or training required for licensure or continuing certification or to document such training as OSHA annual update training, CPR bi-annual training, supervisor trainings, emergency preparedness and bioterrorism trainings, etc.	
PHS-60-16	<p>Public Health and Community Services Direct Services Programs Program Outreach* Records that document communication and outreach services to individuals, institutions, or other government entities and units as part of the program's overall functions.</p> <p>Use the retention for Public Health Outreach and Communication (PHS-10-18) for major department outreach activities.</p>	COM300	ACT+6	ACT+6	ACT+6	MAX3	PUBLIC	Active ceases after information is superseded, outdated or no longer applies.	

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	Records may include: Posters, presentation materials, outlines, related correspondence								
PHS-60-18	Public Health and Community Services Direct Services Programs Intake Log/Register	BUS131	ACT+3	ACT+3	ACT+3	MAX1	CLINIC AGENCY OR DEPARTMENT	PUBLIC/PRIVATE MS13.384 MS13.3805 MS13.46	Active ceases after referral or assistance/advice completed.
	The intake log is used to document contacts and discussions with individuals or groups that request program assistance or advice. The records may document city responses, referral information and issues that may occur. The log may also document subsequent disposition information.								
	Records may include: Intake log								
PHS-60-20	Public Health and Community Services Direct Services Programs Program Case Records - Non-Medical	BUS131	ACT+3	ACT+3	ACT+3	MAX1	AGENCY DEPARTMENT	PUBLIC/PRIVATE MS13.46	Active ceases after referral or case resolution.
	Records in the series document information that is generated about a specific client or case and include information about the program services or referrals that are provided. The records document client contacts, discussions, advice, referrals, responses, etc. that occur during the time that the specific case is active.								
	Use Program Medical Records File (PHS-50) section for the retention of records associated with case files that contain medical records.								
PHS-60-22	Public Health and Community Services Direct Services Programs Practitioner/Staff Work Schedules*	HLTH13	6	6	6	MAX3	CLINIC, AGENCY OR DEPARTMENT	PUBLIC	
	Records that document the practitioner's/staff work schedules and are used to clarify assigned responsibilities.								
	Note: Use the Finance General Schedule (FNN-80-02) for the retention of Time Records (documentation of actual time worked).								
	Records may include: Dates and times of assignments, practitioner/staff names, responsibilities, location of assignment								

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PHS-60-24	<p>Public Health and Community Services Direct Services Programs Professional/Medical Credential Records</p> <p>The purpose of these records is to document professional credentials of clinic staff for HMO requests, to document professional status for ordering medical supplies and to fulfill requests for/verify NP or MD license as needed.</p> <p>The official record of professional credentials for RN and NP licenses for City staff is maintained in the Department Personnel File. See the Human Resources section of the schedule for retention requirements for maintaining staff licensing/credentialing.</p> <p>Records may include: HMO provider credentialing forms, NP practice agreements, Medical Director licenses</p>	LEG100	5	5	5	MAX1	CLINIC, AGENCY, DEPARTMENT	PUBLIC	
PHS-60-26	<p>Public Health and Community Services Direct Services Programs Policy and Procedures for Clinic Practice</p> <p>Records created to regulate and/or guide clinic practice.</p> <p>Use Policies and Procedures - Department Specific (ADM-30-32) for the retention general department specific policies and procedures.</p> <p>Records may include: SBC policy and procedure books, HIPAAA policy and procedures</p>	BUS150	ACT+10	ACT+10	ACT+10	MAX3	CLINIC, AGENCY OR DEPARTMENT	PUBLIC	Active ceases after policy or procedure have been superseded or no longer apply.
PHS-60-28	<p>Public Health and Community Services Direct Services Programs General Ledger (Accounting) - Medical*</p> <p>The records in this series document the summaries of payment detail (receipts and disbursements).The general ledger provides a record of the payments made by the City to vendors. Generally speaking, records in this series account for the time period when the Health Department provided most of the direct services to clients and during the time period of the Health Department and MVNA cross-over.</p> <p>Use the General Schedule - Finance Section - Journals, Ledgers and Adjustments (FNN-30) for retention.</p>	USE SERIES CODE FNN-30							Retention varies depending on whether records provide detail or are year-end reports.

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PHS-60-30	<p>Public Health and Community Services Direct Services Programs Medical Billing* The records document the detail records associated with claims made to the City for payment of health/medical services provided to clients by direct service programs or those generated during the Public Health/MVNA partnership/co-location/crossover periods. The documents account for city, county, state and federal monies used to provide health related services to clients.</p>	FNN-10-05							Use the General Retention Schedule - Finance Section - Accounts Payable - Payment Detail Records - Medical (FNN-10-05) for retention.
PHS-60-32	<p>Public Health and Community Services Direct Services Programs Receivable Invoices - Health Services Reimbursement The purpose of this series is to document the services that have been provided and for the collection of payment for those services. The records are used for reporting of services and for the collection of Medicaid funds, program funds or other health insurance coverage for services provided.</p> <p>Records may include: Medicaid claims, claims payment history, referral documents, health insurance coverage records</p>	FNN-20-03							Use General Schedule - Finance Section - Cash and Revenue Receivable Invoices - Medical (FNN-20-03) for retention.
PHS-62	<p>Public Health and Community Services Public Health Laboratory Section Overview This section of the schedule documents the records associated with the broad range of laboratory testing activities conducted for a variety of partners. The testing activities include: clinical (medical), environmental (water, lead, food) and chemical (law enforcement - drug) testing.</p>								
PHS-62-02	<p>Public Health and Community Services Public Health Laboratory Laboratory Test Requests and Test Results Record of test requests and results obtained by analysis within the Lab or of tests referred to Pathway Lab or the MN Dept. of Health. Tests are requested by numerous agencies: School</p>	HLTH02	5	5	5	MAX1	LABORATORY	PRIVATE MS13.384 MS13.3805 MS13.46 MS13.32	

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	Based Clinics, Hennepin County Health Assessment & Promotion, Hennepin County Homeless Project clinics, private physicians and private companies throughout the state, Minneapolis Environmental Health, numerous public health and environmental health agencies throughout the state and private parties. The records document the biological and medical tests performed as part of patient care. Used as reference or to duplicate missing records for submitter.								
	Use the Environmental Lead Testing Results (PHS-62-08) for retention of records associated with lead testing results. Records may include: hematology, microbiology, urinalysis, serology, immunology, ova and parasites, Pathway referrals, State referrals, GC/Chlamydia, water microbiology, ice milk testing, food testing								
PHS-62-04	Public Health and Community Services Public Health Laboratory Drug and Alcohol Testing	HLTH22	ACT+6	10	10	MAX1	LABORATORY	PRIVATE MS13.384 MS13.3805 MS13.46	
	Drug and alcohol analysis reports. Most samples for analysis are received from numerous drug task forces and police departments throughout the Metro area. Private parties can also request analysis. Records may include: Blood, urine, beverage alcohol analysis reports, Drug case records worksheets, Drug case records report								
PHS-62-08	Public Health and Community Services Public Health Laboratory Environmental Lead Testing Program/Testing Results*	HLTH21 ENV100	10	10	10	MAX3	LABORATORY	PUBLIC/PRIVATE MS13.384 MS13.3805 MS13.46	
	The records document the activities associated with the Environmental Lead Testing Program administered by the Public Health Laboratory. The records specifically document the performance and results of the analysis and reporting of lead content level testing. Lead content testing and analysis is provided for a number of agencies including Minneapolis Regulatory Services, Hennepin County and various other County Health Departments throughout the state and midwest region. Lead content level testing is performed on environmental samples that the Lab receives in the form of dust, paint, chips, solid and water. Analysis records are used as part of risk								

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	assessments and as an indicator of possible sources of lead in childhood lead toxicity.								
	If the laboratory goes out of business or ceases activities related to analysis and reporting of lead content, the lab must have a plan for transferring records to clients for lead analyses performed under NLLAP.								
	Use the QualityAssurance and Quality Control Records series (PHS-62-16) for retention quality control records.								
	Records may include: lead in dust, paint, soil and water analysis reports, Lead standard prep reports/sample runs, log records, chain of custody documentation, lead program reports, lead method detection limits, linerity and blanks records, lead policies and procedures, quality assurance measurement and controls records								
PHS-62-10	<p>Public Health and Community Services Public Health Laboratory Paps Smear Results</p> <p>The purpose of this series is to document the City Lab's copy of pap smear results generated by Hennepin County Medical Center (HCMC). Test requests are received at the Lab from School Based Clinics (SBC), Homeless Shelter Clinics of Minneapolis, non-profit clinics such as Youthlink and Open Cities. The lab refers this testing to HCMC. The City Lab copy of the records is used as a reference for future retesting or as a backup to recreate a lost report at the request of a clinic. The original reports are sent to/maintained by the submitting clinic and are added to the patient file.</p> <p>Records may include: Pap smear results from HCMC</p>	HLTH21	10	10	10	MAX3	LABORATORY	PRIVATE MS13.384 MS13.3805 MS13.46 MS13.32	
PHS-62-12	<p>Public Health and Community Services Public Health Laboratory STD Testing</p> <p>The records form the basis of a log of positive Gonococcus-Chlamydia tests (sexually transmitted diseases). The log includes information about the patient name, date of birth, date of test, clinic and doctor. The record is provided to</p>	HLTH19 HLTH21	10	10	10	MAX3	LABORATORY	PRIVATE MS13.384 MS13.3805 MS13.46	

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	the Minnesota Department of Health on a monthly and quarterly basis. Records may include: Log of positive STD test results								
PHS-62-14	Public Health and Community Services Public Health Laboratory Hazardous Waste Disposal* Hazardous Waste Disposal records are required to document the collection and disposal of hazardous waste from the Public Health Laboratory. The records document the collection of hazardous waste (by type), storage conditions and volumes, and shipment of the waste to the small quantity receiving station at EXCEL for disposal. Records may include: waste disposal registration forms, licensing guidelines, requirements	ENV110	3	3	3	MAX1	LABORATORY	PUBLIC	Maintain summary logs or annual reports permanently
PHS-62-16	Public Health and Community Services Public Health Laboratory Equipment Maintenance* Records that document the equipment used by the Lab and the maintenance and repair records related to the equipment. Use Property and Equipment Section of the General Section - Maintenance History Records (PAE-10-02) for retention.	USE SERIES CODE PAE-10-02							Use the Property and Equipment Schedule - Maintenance History Records to determine retention.
PHS-62-18	Public Health and Community Services Public Health Laboratory Quality Assurance And Quality Control Records generated by Lab Manager, Lab Technicians and Chemists that indicate accuracy of clinical and environmental testing procedures and sample handling for quality improvement program. Records may also document equipment used by the lab and the testing, calibration, maintenance and certification of the equipment and results. Portions are required by various accrediting agencies: OSHA, Clinical Laboratory Improvement Amendments/CLIA, State of MN Health Dept., Environmental Protection Agency, American Association of Bioanalysts (AAB). Records may include: OSHA Safety records, Monthly staff and	HLTH01	10	10	10	MAX3	LABORATORY	PUBLIC	

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	safety meeting minutes, Thermometer calibration records, Water test quality assurance records, Food & Drug Administration/FDA food testing records, Clinical Proficiency Testing records, Laboratory complaints, Proficiency and control sample corrective action sheets, Patient test management, Quarterly reviews, Problem logs								
PHS-62-20	<p>Public Health and Community Services Public Health Laboratory Laboratory Licensure and Certification*</p> <p>The purpose of Laboratory Licensure and Certification records is to document the monitoring and certification of the Health and Family Support Laboratory by the State of Minnesota and by the CLIA federal agency.</p> <p>Records may include: Original license and licensing summary, inspection reports, complaint investigations</p>	LEG100	ACT+3	ACT+3	ACT+3	MAX1	LABORATORY	PUBLIC/PRIVATE MS13.384 MS13.46	Active ceases when laboratory ends operations.
PHS-62-22	<p>Public Health and Community Services Public Health Laboratory Safety Meetings and Training Documentation*</p> <p>Records that document safety meetings and training documentation that are required to meet Right to Know requirements. Training is provided to the staff of the Minneapolis Health and Family Support Department and School Based Clinics on an annual basis.</p> <p>Use Human Resources/Training Section of the General Retention Schedule - Course Materials - Safety Related Training (HRS-60-16) for retention.</p>	USE SERIES CODE HRS-60-16							Use the Training section of the Human Resources General Schedule - Safety Related Training for the retention of these records.

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