



RECORDS RETENTION AND DISPOSITION SCHEDULE

Health, Department of. Cancer Registry.

Agency: Cancer Registry		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	2006-41	<p>INDIANA CANCER REGISTRY</p> <p>Hospitals and other health-care facilities electronically transfer cancer-related, patient-specific information directly to this system, which is used to generate numerous valuable statistical and demographic reports, including incidence, control plans, and mortality information. Reports are submitted to the North American Association of Central Cancer Registries and the federal Centers for Disease Control and Prevention in Atlanta, Georgia, among other users. System is backed up incrementally on weeknights and fully at the end of each week, with the full backups stored in the Bloomington Datacenter.</p> <p>Unless direct permission is received from the affected patient(s), IC 16-38-2-4 specifically limits disclosure of any personally-identifiable Cancer Registry information to State Department of Health staff, other cancer registries with reciprocal confidentiality agreements, and individually-approved researchers.</p>	<p>TRANSFER one (1) copy of each published report, and an indexed electronic copy of all system information that is not personally identifiable, to the INDIANA ARCHIVES annually, in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING, and WEEDING pursuant to archival principles. MAINTAIN all original data in system for the life of the Indiana Cancer Registry program.</p>