



RECORDS RETENTION AND DISPOSITION SCHEDULE

Health, Department of. Chronic Disease, Primary Care and Rural Health. Breast & Cervical Cancer I

Agency: Health, Department of		Division: Chronic Disease, Primary Care and Rural Health	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	2003-12	MINIMUM DATA ELEMENTS (MDE) REPORTS These are extensive demographic and statistical reports created from other program records. Typical aggregate information includes age, race or ethnic groups, geographic area(s) of patient enrollment, number of patients served, screening history, diagnostic and treatment outcomes, risk reduction counseling, and healthy behavior support options. MDEs are submitted to the federal Centers for Disease Control and Prevention twice yearly. No personally identifiable patient information is present.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles three (3) years after the end of the reporting year.
2	2003-09	BCCP AND RELATED PROGRAM BILLING These are records of payments to providers for services to participants in the Breast and Cervical Cancer Program and related projects/programs. This includes all records plus the batch numbers of billing cycles. It also includes all claim vouchers submitted to the Finance Division of the State Department of Health. Disclosure may be affected by 42 USC 405(c)(viii), I,II,III and IV. Retention based on IC 34-13-1-1.	TRANSFER to the RECORDS CENTER after the end of the fiscal year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional ten (10) years in the RECORDS CENTER.
3	2003-10	BCCP AND RELATED PROGRAM PATIENT RECORDS Typical files include the Breast and Cervical Cancer Program Screening Enrollment Form (SF 50051), Pap Summary (SF 50052), Breast Imaging Summary (SF 50049) and similar reports for related and parallel programs. Data entry is completed on all files. Eligibility is based on household income levels using federal poverty guidelines. Participants may enroll at State Department of Health BCCP regional offices or with BCCP public or private health providers. Disclosure may be affected by IC 5-14-3-4(a)(9). Retention consistent with IC 16-39-7-1.	TRANSFER to the RECORDS CENTER five (5) years after the client record was declared Inactive. DESTROY after an additional two (2) years in the RECORDS CENTER.
4	2003-11	BCCP AND RELATED PROGRAM CASE MANAGEMENT AND FOLLOW-UP FILES These are records of all patients in the Breast and Cervical Cancer Program and related projects/programs who need diagnostic workups and Medicaid/treatment services. Any follow-up records are also retained. Disclosure may be affected by IC 5-14-3-4(a)(9). Retention consistent with IC 16-39-7-1.	TRANSFER to the RECORDS CENTER five (5) years after the client record was declared Inactive. DESTROY after an additional two (2) years in the RECORDS CENTER.