

Records Retention and Disposition Schedule  
By Bureau

4/2/2021

**Agency:** 074 Drug and Alcohol Programs  
**Bureau:** 7429001000 Deputy Secretary for Drug and Alcohol Programs

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000752	Legislation And Correspondence, Federal  * AGY - While current.	1	No	0Y	0Y	1
00000756	Proposal Requests	1	No	2Y	0Y	1
00000759	County Files, Regional Div Offices	1	No	4Y	0Y	1
00000780	Correspondence,Bureau Director	1	No	3Y	1Y 6M	1
00000791	Conferences	1	No	3Y	1Y 6M	1
00000807	Encore Artwork	1	No	999Y	0Y	1
00000839	Correspondence, Bureau Director	1	No	2Y	0Y	1
00000841	Information And Correspondence	1	No	2Y	0Y	1
00000846	Program Managements Records	1	No	4Y	1Y	1
00000862	Bureau Fiscal Records	1	No	7Y	0Y	1
00000863	Bureau Administrative Records  * AGY - Until employee separates.	1	No	0Y	0Y	1
00000865	General Administrative File	1	No	2Y	0Y	1
00000874	History - Renal  * AGY - Permenant or until program is made obsolete.	1	No	0Y	0Y	2
00002003E	Drug And Alcohol Client Information System  Provides information on clients at drug and alcohol treatment facilities. Five databases of information which is used for statistical and planning purposes and contains no names. Includes facility number, county of residence, insurance, arrest information, such as dui, felonies, patterns of use (there are three) what kind of facility treatment, counseling sessions, why discharge, was treatment complete if not, what kind of discharge pattern of use was there. The information is submitted monthly to a "single county authority" and from there to the dept of health.  * AGY - After current year	B	No	8Y	0Y	3

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4/2/2021

**Agency:** 074 Drug and Alcohol Programs  
**Bureau:** 7429111000 Division of Treatment

<b>Item Number</b>	<b>Description</b>	<b>Media Code</b>	<b>Vital Record</b>	<b>Agency Retn</b>	<b>SRC Retn</b>	<b>Disp Code</b>
00000827	Corres, Division Of Training & Prevention	1	No	2Y	0Y	1

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4/2/2021

**Agency:** 074 Drug and Alcohol Programs  
**Bureau:** 7429121000 Division of Prevention and Intervention

<b>Item Number</b>	<b>Description</b>	<b>Media Code</b>	<b>Vital Record</b>	<b>Agency Retn</b>	<b>SRC Retn</b>	<b>Disp Code</b>
00000699	Prevention/Intervention Files	1	No	2Y	14Y	1
00000864	Cores & Project References	1	No	3Y	0Y	2

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4/2/2021

**Agency:** 074 Drug and Alcohol Programs  
**Bureau:** 7429211000 Division of Evaluation and Contract Compliance

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000754	Sca Funding Allocations	1	No	1Y	3Y	1
00000755	Supplemental Funding Apps,SCA/SVC PRVDS	1	No	1Y	3Y	1
	* AGY - Or audit,whichever longer.					
00000758	Correspondence, Regional Divisional Offices	1	No	2Y	0Y	1
00000854	Monitoring Reports And Corres	1	No	2Y	1Y	1
00000855	Regional Monitoring Reports And Corres	1	No	4Y	0Y	1
00000866	Supplemental Security Income Monitoring	1	No	3Y	0Y	1
00000867	Computer Data Output Reports	1	No	1Y	0Y	1

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4/2/2021

**Agency:** 074 Drug and Alcohol Programs  
**Bureau:** 7429221000 Bureau of Quality Assurance for Prevention and Treatment/Division of Program Licensure

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
00000001	Closed Drug and Alcohol Facility Files  This record series contains files pertaining to closed Drug and Alcohol Facilities including correspondence, licensing applications, complaints, incident reports, and narcotic treatment program information.  Exception granted on December 2, 2016 from General Administrative Schedule G004.007 – Professional Licensure and Certification Records.	1	No	1Y	12Y	1
00000002	Methadone Death and Incident Review Team  This record series will include any correspondence, reports, agendas, cases, and policy relating to the methadone death and incident review team.  Exception granted on December 2, 2016 from General Administrative Schedule G001.007 – Program Administration Files.	1	No	4Y	6Y	2
00000859	Drug And Alcohol Facility Files  This record series contains files pertaining to Drug and Alcohol Facilities including correspondence, licensing applications, complaints, incident reports, and narcotic treatment program information.  Exception granted on December 2, 2016 from General Administrative Schedule G004.007 – Professional Licensure and Certification Records.	1	No	3Y	10Y	1